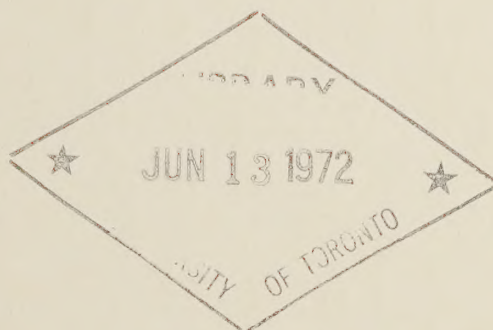


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(1971) annual report

ONTARIO DEPARTMENT OF MUNICIPAL AFFAIRS



CA 20N
MA
A56

1971 annual report

ONTARIO DEPARTMENT OF MUNICIPAL AFFAIRS



DEPARTMENT OF MUNICIPAL AFFAIRS

801 BAY STREET • TORONTO 5, ONTARIO • 365-1664



Office of the Minister

To His Honour
the Lieutenant-Governor of the
Province of Ontario

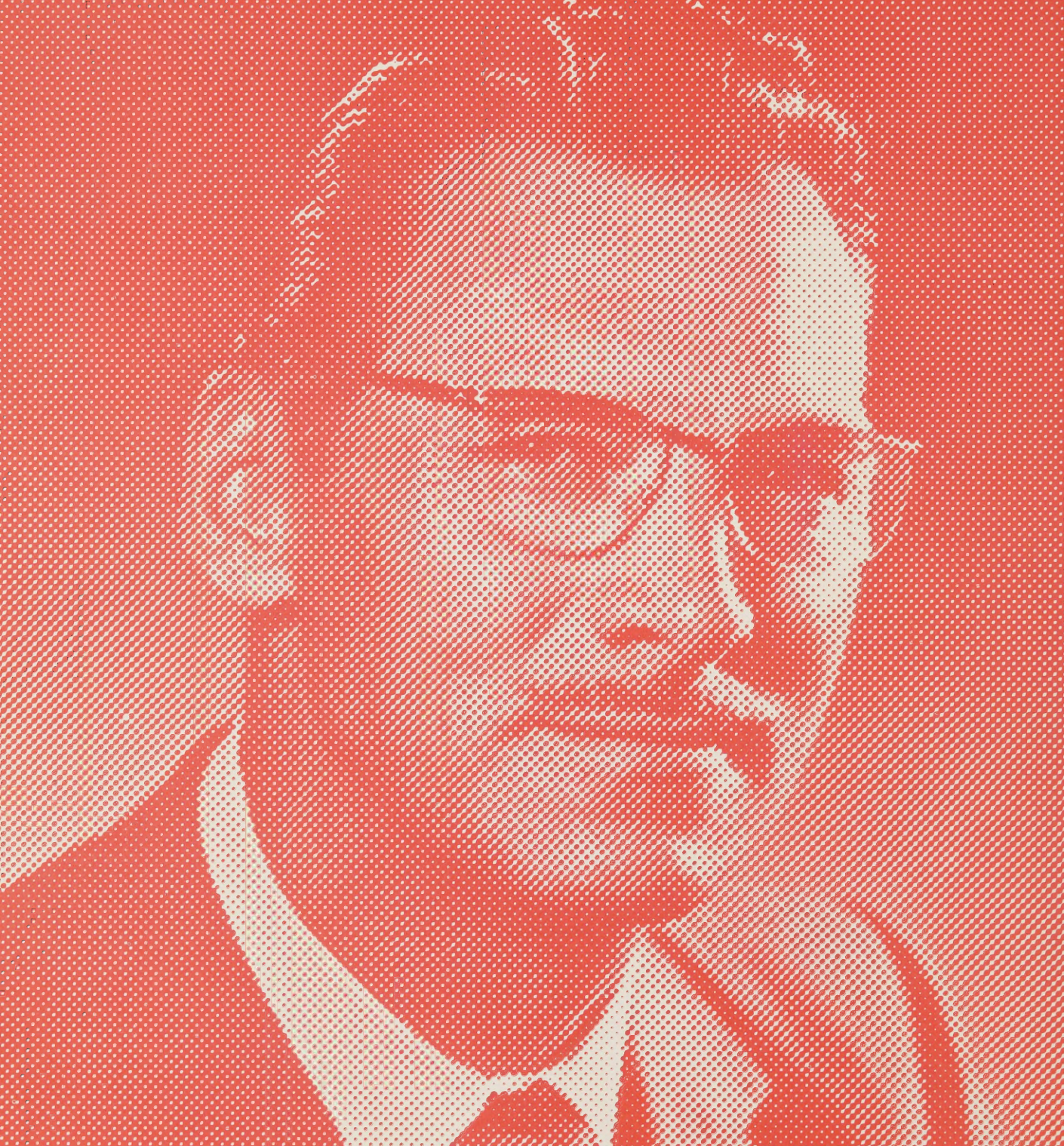
May it please Your Honour:

The undersigned has the privilege of submitting for the information of Your Honour and the Legislative Assembly, the Annual Report of the Department of Municipal Affairs for the year ending December 31, 1971.

All of which is respectfully submitted

A handwritten signature in cursive script that reads "Dalton Bales".

Honourable Dalton Bales, Q.C.
Minister



DEPARTMENT OF MUNICIPAL AFFAIRS

801 BAY STREET • TORONTO 5, ONTARIO • 365-1527



Office of the Deputy Minister

TO THE HONOURABLE DALTON BALES, Q.C.
MINISTER OF MUNICIPAL AFFAIRS

I am honoured to present the 38th Annual Report of the Department of Municipal Affairs for the year ending December 31, 1971, in accordance with section 5 of The Department of Municipal Affairs Act.

Respectfully submitted

A handwritten signature in blue ink, reading "W. H. Palmer".

W. H. Palmer
Deputy Minister

contents	letters of transmittal	5 and 7
	directory	9
	organization chart	10
	major acts administered by department	12
	administration and finance division	96
	assessment division	38
	community planning branch	18
	law branch	14
	municipal accounting branch	46
	municipal finance branch	54
	municipal organization and administration branch	66
	municipal research branch	74
	municipal subsidies branch	82
	systems development branch	104
	publications	106

directory

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deputy minister W. H. PALMER
 executive officers V. BOZZER
 A. N. DUNNE

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executive director, administration & finance division W. G. RITCHIE
 director, administrative services branch A. T. MARSHALL
 director, personnel branch R. A. QUIRK
 director, accounts branch R. G. FERGUSON

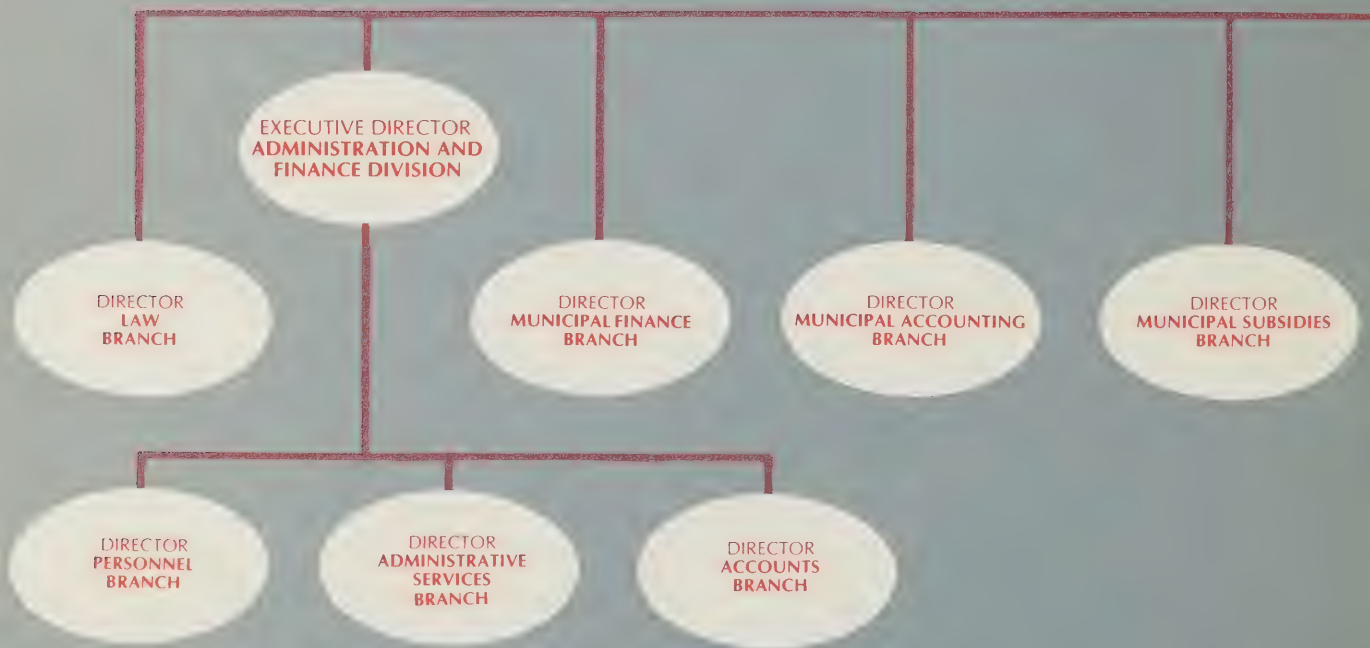
executive director, assessment division P. G. GILLIS
 director, assessment standards branch A. N. MACKAY
 senior director, field services W. J. LETTNER
 area director, eastern Ontario assessment area E. R. BAILEY
 area director, central Ontario assessment area C. J. MADGETT
 associate director, central Ontario assessment area R. H. CRAIG
 area director, western Ontario assessment area T. G. BOYD
 associate director, western Ontario assessment area W. P. SIMPSON
 area director, northern Ontario assessment area G. T. JOHNSTON

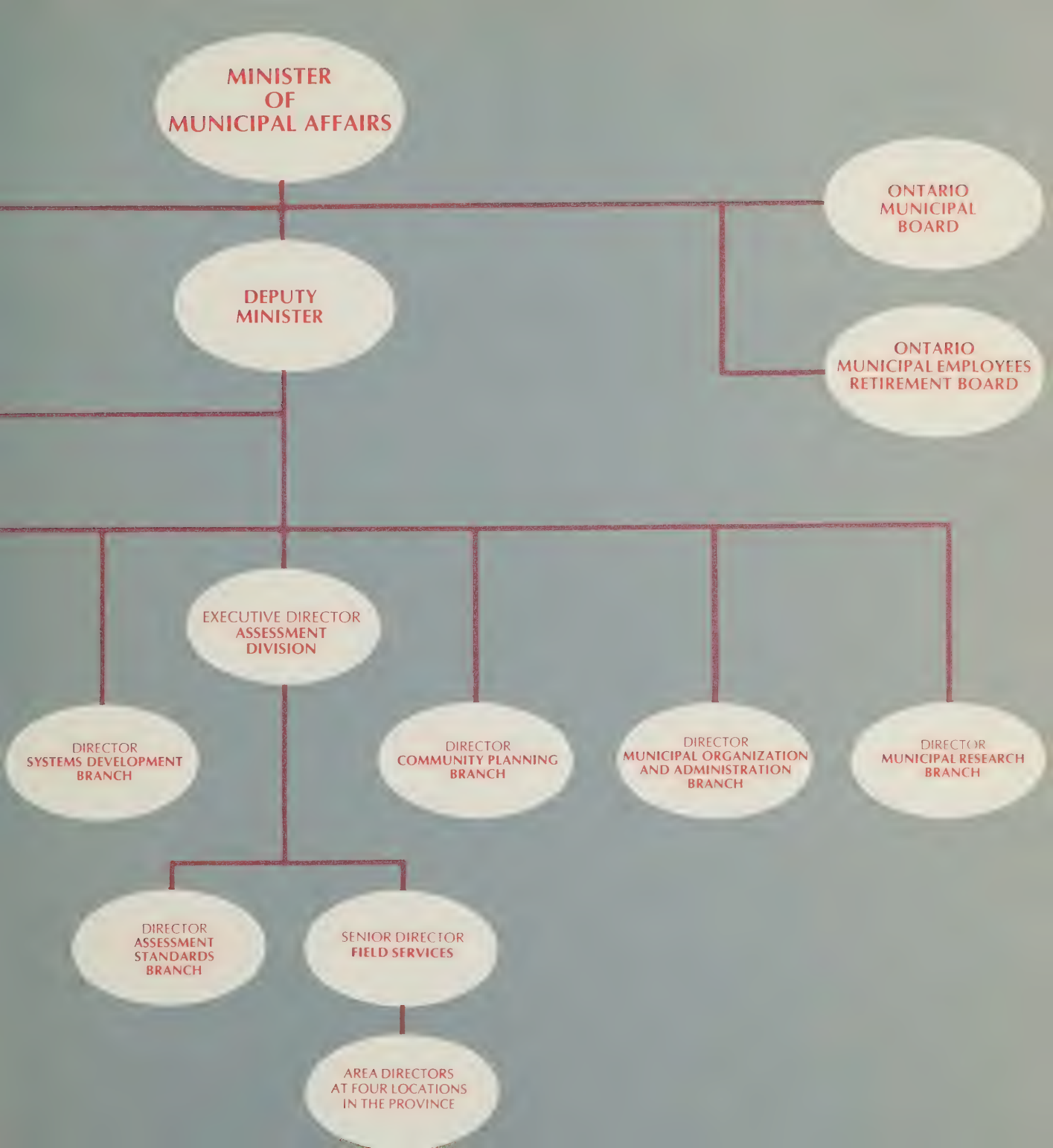
director, community planning branch D. F. TAYLOR
 director, law branch J. W. BELL, Q.C.
 director, municipal accounting branch A. W. REEVE
 director, municipal finance branch E. M. FLEMING
 director, municipal organization & administration branch A. T. BUTLER
 director, municipal research branch
 director, municipal subsidies branch M. D. TREWIN
 director, systems development branch N. J. PARKER

organization

**ASSESSMENT
REVIEW
COURT**

**ASSISTANT
DEPUTY
MINISTER**





major acts administered by the department

The Assessment Act*
The Department of Municipal Affairs Act*
The Drainage Act*
The City of the Lakehead Act*
The Line Fences Act*
The Local Improvement Act*
The Moosonee Development Area Board Act, 1966
The Municipal Act*
The Municipal and School Tax Credit Assistance Act, 1967
The Municipal Arbitrations Act
The Municipal Corporations Quieting Orders Act
The Municipal Franchise Extension Act
The Municipal Franchises Act
The Municipal Subsidies Adjustment Act
The Municipal Tax Assistance Act
The Municipal Unconditional Grants Act
The Municipal Works Assistance Act
The Municipality of Metropolitan Toronto Act*
The Ontario Municipal Board Act*
The Ontario Municipal Employees Retirement System Act, 1961-62
The Planning Act*
The Pounds Act
The Public Parks Act*
The Public Utilities Act*
The Regional Municipality of Niagara Act*
The Regional Municipality of Ottawa-Carleton Act, 1968
The Residential Property Tax Reduction Act, 1968
The Territorial Division Act
The District Municipality of Muskoka Act, 1970
The Regional Municipality of York Act, 1970

*consolidation

law

focus

Responsibilities of the law branch involve

- ☐ developing the department's legislation
- ☐ providing advice and legal opinions
- ☐ preparing documents
- ☐ representing the department and the minister at Ontario Municipal Board hearings

The branch was responsible for the preparation of the department's legislative program for 1971. Resulting from this, 12 bills were introduced in the legislature by the minister and received royal assent. The department administers somewhat in excess of 50 statutes.

Approximately 22 private bills dealing with municipal matters were examined in detail in the branch and many of these were discussed in detail with the solicitors or other municipal officials representing the municipalities seeking the private legislation. Where the department was concerned with certain bills or segments thereof and the difficulty could not be resolved with the petitioner either by withdrawal or modification the department's views were presented to the Private Bills Committee.

Throughout the year, the branch provided a large range of legal services to the department and assisted provincial departments with problems relating to municipal law as from time to time requested. The branch was consulted by many municipalities and local boards, by individuals having municipal problems and also by solicitors concerned with particularly difficult municipal matters.

Numerous and varied legal documents were prepared during the course of the year, including agreements, Order-in-Council recommendations, regulations, and Minister's Orders. The branch also examined and approved as to vires a number of road closing by-laws and passed upon the legality of municipal by-laws covering a wide range of matters.

Branch staff represented the minister and the department before the Ontario Municipal Board at several hearings conducted by the board in various parts of the province. This included appearances before the board on approximately 72 appeals taken by the minister against decisions of local committees of adjustment. The services of the branch were also required in connection with certain matters involving the department that were referred to the courts.

The branch was responsible for the preparation of a number of recommendations and reports required for the consideration of petitions filed with the Lieutenant Governor in Council pursuant to section 94 of The Ontario Municipal Board Act. Preparation of such reports involved consultation with other interested branches, departments, agencies and individuals.

As has been the custom for some time, the branch prepared a summary of the legislation enacted during the year that was considered to be of interest to persons involved with municipal matters. This summary was widely distributed shortly after the adjournment of the legislature.

Staff participated in meetings and conferences pertaining to municipal government and problems associated therewith. Similarly, staff served on special committees, provided advice to other committees and provided and assisted in preparing brochures, guidelines, precedents and other material for distribution to the municipalities and their local boards.

1971 planning staff conference



community planning

focus

The main responsibilities of the community planning branch are

- ☐ to administer the terms of The Planning Act
- ☐ to promote community planning in Ontario
- ☐ to provide advisory services to municipalities and other government agencies in matters relating to community planning
- ☐ to conduct research and to disseminate the findings to planning boards, municipal councils and others involved in community planning in Ontario

Highlights during 1971 included

- ☐ positive progress in planning research
- ☐ creation of 18 new land division committees
- ☐ increase in consent and variance applications from committees of adjustment
- ☐ completion of first phase of Wasaga Park-Community project
- ☐ refinement of Toronto-centred region concept
- ☐ increased representation on committees
- ☐ increase in condominium applications
- ☐ submission to minister of Haldimand-Norfolk report
- ☐ commencement of regional planning study in Sudbury area

planning areas

The past several years has seen an intensity of interest on the part of municipal councils in establishing formal planning organization unmatched at any period since The Planning Act was passed in 1946. Among the reasons for this is a discernible increase of understanding by many municipal councillors of the need for sound development policies and standards.

The accompanying tables show that 40 new planning areas were defined by the minister during 1971 and three existing planning areas were enlarged to include additional municipalities.

Of the 40 new areas, 11 were joint planning areas (compared with 4 in 1970) and embrace 73 local municipalities, one regional municipality, one district municipality and one county. The remaining 29 new planning areas each contained one local municipality so that 102 local municipalities and three second-tier municipalities were covered by the planning areas established in 1971.

During the year, the total number of municipalities included within planning areas increased by 54 — from 514 to 568 — while the number of geographic townships remained at 96.

The fact that an unusually large number of planning areas are defined in any twelve-month period is not of any great significance unless there is some promise that effective planning programs will be carried out in each of them. There are grounds for real optimism here because the statutes establishing the District Municipality of Muskoka and the Regional Municipality of York both require that an official plan be prepared by a stipulated date and all of the municipalities in the remaining planning areas defined in 1971 have given a commitment to carry out satisfactory planning programs.

An estimated 40 planning areas have full-time staff with planning qualifications. While these embrace only about 15 per cent of the local municipalities (plus 32 geographic townships), they also include more than 70 per cent of the province's population. Many more planning areas that do not have sufficient size, population or resources to employ full-time staff have engaged professional planning consultants on a contract basis to help their planning boards carry out planning programs.

While there are still a large number of municipalities that require planning programs, an encouraging number of municipalities are demonstrating a willingness to shoulder their responsibilities for guiding development and establishing proper standards of development and maintenance.

new planning areas defined

planning area

Bracebridge (1)
Georgian Bay (1)
Gravenhurst (1)
Huntsville (1)
Lake of Bays (1)
Muskoka Lakes (1)
Muskoka (1)

Aurora (2)
Markham (2)
Newmarket (2)
Richmond Hill (2)
Vaughan (2)
Whitchurch —
Stouffville (2)
East Gwillimbury (2)
Georgina (2)
King (2)
York (2)

Ailsa Craig
Rochester
Rockcliffe Park
Nepean
Houghton
Port Rowan
Aylmer
Caradoc
Ignace
St. Joseph Island

date defined

January 1, 1971
January 1, 1971
January 1, 1971
January 1, 1971
January 1, 1971
January 1, 1971
January 1, 1971

January 7, 1971
January 7, 1971
January 7, 1971
January 7, 1971
January 7, 1971
January 7, 1971
January 7, 1971
January 7, 1971
January 7, 1971
January 7, 1971
January 7, 1971

January 25, 1971
January 27, 1971
March 18, 1971
March 19, 1971
March 26, 1971
March 29, 1971
April 14, 1971
April 26, 1971
May 4, 1971
May 6, 1971

territory included

Bracebridge — Town
Georgian Bay — Twp.
Gravenhurst — Town
Huntsville — Town
Lake of Bays — Twp.
Muskoka Lakes — Twp.
all of the municipalities
within The District
Municipality of Muskoka

Aurora — Town
Markham — Town
Newmarket — Town
Richmond Hill — Town
Vaughan — Town
Whitchurch —
Stouffville Town
East Gwillimbury — Twp.
Georgina — Twp.
King — Twp.

all municipalities within
the Regional Municipality
of York

Ailsa Craig — Vg.
Rochester — Twp.
Rockcliffe Park — Vg.
Nepean — Twp.
Houghton — Twp.
Port Rowan — Vg.
Aylmer — Town
Caradoc — Twp.
Ignace — Twp.
St. Joseph — Twp.
Hilton Beach — Vg.
Jocelyn — Twp.
Hilton — Twp.

Loughborough	May 10, 1971	Loughborough — Twp.
Town of Belle River	May 27, 1971	Belle River — Town
Grey/Owen Sound	June 30, 1971	Owen Sound — City and all municipalities within the County of Grey
South Dundas	July 12, 1971	Iroquois — Vg. Morrisburg — Vg. Matilda — Twp. Williamsburgh — Twp.
Somerville — Bexley	July 30, 1971	Bexley — Twp. Somerville — Twp.
Tiny-Tay Peninsula	August 25, 1971	Midland — Town Penetanguishene — Town Port McNicoll — Vg. Victoria Harbour — Vg. Tay — Twp. Tiny — Twp.
Township of Colchester North	September 8, 1971	Colchester North — Twp.
Adelaide	September 10, 1971	Adelaide — Twp.
Lower Ottawa Valley	September 28, 1971	West Hawkesbury — Twp. Longueuil — Twp. L'Orignal — Vg. Vankleek Hill — Town
Glengarry	November 4, 1971	Alexandria — Town Lancaster — Vg. Maxville — Vg. Kenyon — Twp. Lancaster — Twp. Lochiel — Twp.
Huntley	November 22, 1971	Huntley — Twp.
Leamington-Mersea	December 20, 1971	Leamington — Town Mersea — Twp.
Northwest Middlesex	December 27, 1971	Parkhill — Town McGillivray — Twp. West Williams — Twp.

(1)
necessitated by legislation providing for the establishment of The District Municipality of Muskoka

(2)
necessitated by legislation providing for the establishment of The Regional Municipality of York

planning areas altered

The Metropolitan Toronto Planning Area	altered effective January 1, 1971 to reflect changes in municipal boundaries necessitated by legislation providing for the establishment of The Regional Municipality of York
Tilbury and District Planning Area	enlarged January 28, 1971 to include the Village of Wheatley and the Township of Romney
Owen Sound Planning Area	altered effective April 15, 1971 to reflect changes in municipal boundaries ordered by O.M.B.
North Dundas	enlarged April 26, 1971 to include Mountain Twp.
Oxford County	enlarged November 5, 1971 to include South Norwich Twp.

Total number of new planning areas defined in each of the last five years:

	1967	1968	1969	1970	1971
Single independent	2	14	7	11	9
Subsidiary	8	1	2	14	20
Joint	2	4	2	4	11
Total	12	19	11	29	40

planning areas dissolved

Romney	March 11, 1971
Leamington and District	December 20, 1971
Town of Leamington	December 20, 1971

Total number of planning areas in existence, compared with previous years, is as follows:

	1967	1968	1969	1970	1971
Single independent	156	165	159	153	154
Subsidiary	164	165	163	172	198
*Joint-subsiary	3	4	4	8	14
Joint	74	74	72	70	74
Total	397	408	398	403	440

*Planning areas consisting of more than one municipality that are included within larger joint planning areas.

Over recent years, planning in metropolitan, regional and district municipalities and in some of the other large planning areas has become more sophisticated, paralleling a similar evolution at the provincial level. It has become increasingly obvious that better coordination is needed between these two levels.

To help meet this need, the department has initiated planning liaison committees in various planning areas including the regional municipalities of Niagara, Ottawa-Carleton, and the district municipality of Muskoka and joint planning areas of Sault Ste. Marie, Grey-Owen Sound, Hastings and Quinte. These committees are composed of members and senior staff of regional councils or planning boards and technical officials of selected provincial government agencies.

The function of the committees is to serve as a two-way channel of information between the local government planning agency and the various provincial agencies whose activities impinge on the local planning program. It is hoped that this arrangement will furnish valuable information about the ongoing programs of the province so that local authorities can plan more confidently. It should also keep provincial agencies informed about interests and aspirations at the local level. Thus the planning programs at both levels can be modified to harmonize with each other to their mutual advantage. It is likely that certain economies can be found through avoiding duplication of research activities and through synchronizing various operations.

planning liaison committees

official plans

Thirty-seven official plans and 265 amendments were submitted in 1971. A total of 16 official plans and 176 amendments were approved during the year.

Ten of the 37 submissions involved repeals of out-dated official plans with concurrent adoption of new plans. The following 16 plans are for planning areas not previously covered: Town of Alliston, Township of Blanshard, East Bruce, Township of Dowling, Township of Elliot Lake, Village of Elmvale, Fort Erie, East Gwillimbury, Town of Kemptville, Niagara-on-the-Lake, Parry Sound and District, Port Dover, Township of Sarnia, Township of Tiny, Township of Tisdale, and Tri-Town.

The record for 1971 shows a continuation of a trend that began in 1968 for formulating plans in areas that are essentially resort or rural in character.

At year end there were 208 official plans in force covering 251 municipalities.

subdivision plans

Activity in 1971 continued at a similar level to that of the previous year. A total of 810 new draft plans were received and, although this was slightly less than the year before, there was a compensating increase in the number of revised plan submissions.

The slight decrease in new plan submissions did not produce any decrease in final approvals which numbered 538 in 1971. Plans not recommended for approval stood at 235.

The Planning Amendment Act of 1970 had retained the power of municipalities to deem older plans of subdivision not to be registered. In 1971, 65 deeming by-laws were dealt with, almost twice as many as in 1970. By-laws to remove part lot control under the amendment to the act in 1970 were slightly down in 1971 as might be expected, but nevertheless 73 such by-laws were received and dealt with.

The introduction of universal subdivision control brought about by changes in the legislation in 1970, involved the subdivision section in a great deal of activity during 1971. Many subdivision proposals, started in rural and resort areas previously free from control, were of very poor quality and much time has been spent in sorting out difficulties with the public and with municipalities unfamiliar with basic procedures. A great deal still remains to be done in promoting sound subdivision priorities in many of these areas.

Committees of adjustment have two functions — one relating to the granting of minor variances and the other dealing with consent applications.

The number of applications dealt with by committees for minor variances from zoning by-laws continued to rise sharply during 1971 — 5,708 as against 5,010 in 1970. The increase adds to the review work of branch staff and is mainly attributable to a steady rise in zoning by-laws and the increased number of committees of adjustment.

Last year 9,000 applications for consents to land severances were received. In 1971, 7,000 were received. This new declining trend can be traced to the marked increase of activity by local committees of adjustment and the newly constituted land division committees. Consents approved by committees of adjustment, for example, increased by 1,400 over 1970 to 12,800. The number of appeals by the minister to the Ontario Municipal Board remained constant at 148. The board upheld all appeals.

The relatively new land division committees are set up by counties and by regional, district and metropolitan municipalities containing local municipalities that do not have committees of adjustment and have been notified of this fact by the minister. These committees have the authority under The Planning Act to grant consents unless the municipality has a constituted committee of adjustment.

In 1971, 18 land division committees were brought into existence as a result of efforts carried out by the branch during the year. From these land division committees, 3,337 submissions have been received by the department of which only nine have been appealed by the minister to the Ontario Municipal Board.

There already is welcome evidence that these new committees, with a broader geographic base and greater staff potential, are considering the feasibility of individual consent applications in a broader planning context — a responsibility that too many of the smaller, locally-based committees of adjustment were reluctant or unable to discharge.

Section 45 of The Planning Act (RSO 1970) enables the minister to prescribe rules of procedure with which committees of adjustment and land division committees are required to comply in dealing with applications. Two sets of regulations have been prescribed, one for dealing with minor variance applications, the other for consent applications. The regulations, have been distributed to municipalities and come into force February 1, 1972. They would supersede any existing rules of procedure used by land division committees.

A series of seminars arranged by the branch for land division committees has been planned for 1972.

committees of adjustment

zoning by-laws

As one of its major responsibilities, the branch advises municipalities in the preparation of zoning by-laws and provides written comments to the Ontario Municipal Board and to the municipality involved on by-laws submitted for approval.

Last year, the branch commented on 1,472 by-laws passed by municipalities under section 30 of The Planning Act. Staff also reviewed 36 appeals by individuals and 42 proposed by-laws submitted by municipalities for comment.

Arrangements were concluded in January, 1971 to transfer to the Metropolitan Toronto Planning Board the responsibility of commenting on zoning by-laws submitted to the Ontario Municipal Board by municipalities within Metropolitan Toronto. It is expected that the new regional and district municipalities will be able to assume similar roles once their planning programs and staff have advanced to a suitable stage.

This action is consistent with stated provincial government policy of transferring certain approval or review functions which should be dealt with by local government instead of the province.

minister's orders

No new Minister's Orders were made during 1971 — a situation largely attributable to the advent of province-wide subdivision control. Of the 21 amendments approved on existing orders, six were to permit summer cottage development by registered plan in the northern districts.

condominium plans

This type of development has been increasing in quantity. The number of 1971 applications increased about one-third over 1970 to 117. Some of these are high-rise buildings.

Of the 1971 applications, 90 per cent received draft approval and 66 per cent, final approval. One was not recommended in the absence of adequate servicing.

Haldimand-Norfolk study

At the year end the study staff were preparing policy recommendations to govern urban, industrial and agricultural land use; recreation and conservation; and transportation and services. The need for such policies arises from the prospect of large scale industrial development in Nanticoke and a consequent quadrupling of the population of the 1100 square mile area by the end of the century. During the year the study went into its second phase — a review of the local government system of the area. This phase started with the publication of *RESTRUCTURING LOCAL GOVERNMENT: A BACKGROUND PAPER*, followed by a series of 21 public meetings held during the summer and attended by more than 600 people. Views expressed at the meetings were analyzed as part of a research program which will lead to an interim report and a second series of public meetings in 1972. The final report on local government, expected by mid-1972, will bring the study in its present form to a close.

As part of the local government review, Earl Berger and Associates Ltd. and David Jackson Associates Ltd. were commissioned to carry out a local orientation and identification study. This unique report defines the “natural” and functional communities of the study area and the localities with which people identify themselves. It also examines public attitudes to municipal government and reform.

Collaboration by staff with the joint study committee established by the two county councils remained close and effective. The committee’s views will be an important factor in arriving at final recommendations on the reorganization of municipal government.

urban renewal

There were 18 urban renewal projects actively underway during 1971. In addition, one application for financial aid was received by the province. This was from the City of Toronto for implementing the first phase of the urban renewal scheme for Trefann Court.

The Trefann project, prepared with the active involvement of the residents, is one of several across Canada that were planned prior to the federal government's 1968 suspension of financial aid to further renewal programs. First-phase costs of implementation are estimated at approximately \$2,147,000 including the province's 25 per cent contribution of \$536,700.

The hiatus surrounding the federal urban renewal aid program has resulted in a loss of momentum at the municipal level in coping with problems of blight. Many of these problems require the co-operation and financial participation of the higher levels of government.

Meanwhile, a number of municipalities are doing what they can with local resources to improve their central business districts. Inquiries about the Norwich Plan and the local-improvement provisions of The Municipal Act (section 379G, RSO 1960) have come from Wallaceburg, Cayuga, Simcoe, Peterborough, Sarnia and St. Catharines.

Despite the uncertainties, 1971 saw significant achievements. Among them:

Sudbury: Borgia Street Completion of the City Centre Plaza — an 11 acre commercial complex consisting of department stores, supermarket, speciality stores, parking facilities, three movie theatres and hotel.

Hamilton: Civic Square Substantial progress in completing private commercial redevelopment and in constructing a theatre auditorium in the Lloyd D. Jackson Square.

Hamilton: York Street Completion of the Sir John A. MacDonald Secondary School, an adult training centre and street extensions.

Cornwall: Central Business District Completion of street extensions and various services in the downtown area.

London: Downtown West Construction start on a provincial court house.

There was also satisfactory progress in relocating individuals and families from substandard accommodations to safe and sanitary dwellings. In Hamilton alone, approximately 275 families and 55 senior citizens in three projects have been relocated into public and private accommodations.

During the year, provincial contributions totalling \$6,187,000 were met by federal and municipal contributions of \$12,375,000 and \$6,187,000 respectively for the implementation of renewal programs across Ontario.

A comprehensive summary of the 18 projects undergoing implementation is contained in the 1970 annual report. It should be noted that two of these — Kapuskasing and Mountjoy — are provincial-municipal projects in which there has been no federal involvement.

Finding the appropriate legislative and procedural tools to help municipalities protect their valued monuments to the past has been a matter of public concern for several years.

Preliminary results of an extensive historical preservation study, including surveys of the experience of other provinces and countries, were completed last year and circulated to various individuals and organizations such as historical societies, museums, municipal officials, architects and selected federal and provincial agencies.

By year end much of the response had been analyzed and a final draft including recommendations for legislation was being prepared.

buildings
of
architectural
and
historical
merit

maintenance- and- occupancy by-laws

Comment continued to come in from across the province on THE MAINTENANCE OF PROPERTY — A PROGRAM FOR ONTARIO. The report, completed last year for the branch by M. B. M. Lawson, contained recommendations for a comprehensive program of maintenance and rehabilitation for all types of property.

Amendments to section 36 of The Planning Act were being prepared at year end for the minister's consideration.

Since 1964, when enabling legislation was passed, 13 municipalities have been successful in enacting housing standards by-laws. Kitchener, Midland and Thunder Bay received approval from the Ontario Municipal Board over the past twelve months and several municipalities made applications to the board for approval.

To have a by-law passed, a municipality is required to have adequate provisions relating to housing in its official plan or must prepare an official plan amendment to this effect. To date, 18 municipalities have passed such amendments.

Sudbury area study

In February 1969, Mr. J. A. Kennedy, Chairman of the Ontario Municipal Board, was authorized by Order-In-Council to inquire into and report to the Minister of Municipal Affairs upon the structure, organization and method of operation of the municipalities in the Sudbury area.

Accordingly, on May 27, 1970, Mr. Kennedy submitted his report recommending a local government reorganization program.

On March 15, 1971, the minister presented local government reform proposals for the Sudbury area. He also proposed that a regional planning study be undertaken so that a rational and coherent strategy for future growth could be developed. By the time it was completed there would be a regional municipality to react to its recommendations and to develop and implement a regional official plan.

A series of briefs were subsequently submitted by area municipalities and organizations, and in April, 1971 the inter-municipal committee of the Sudbury district municipal association prepared a preliminary report commenting on a wide range of topics of regional and local concern.

Department staff met with the inter-municipal committee to discuss various elements of the planning study such as content, organization and financing and, Mr. Mark Heitshu, a professional engineer and planner, was engaged by the department to get the study underway.

Ear Falls was one of the most active resource communities in 1971. The expansion of this tiny townsite started in 1966 when Stelco's Griffith iron ore mine commenced operation. The population is now approaching 800. One hundred residential units have been built by the Ontario Housing Corporation. Sixty-five serviced lots and 80 mobile home sites were provided by the department. Development was completed or underway for a school, municipal garage and a retail commercial centre. Construction of a new sewage disposal plant is expected to get underway early in 1972.

Temagami North is approaching completion of its first stage with the construction start of an elevated 161,000-gallon water tank which concludes the project for present municipal services. Arrangements were made for the trustees of the improvement district to gradually assume responsibility for administering the overall development program.

In Moosonee two new subdivisions totalling 86 lots were registered and additional public services were completed by local labour supervised by the Moosonee Development Area Board.

resource
communities

The branch has committed itself to assist the Department of Treasury and Economics in refining the concept for the Toronto-centred region. This has involved the scrutiny of official plans and plans of subdivision affected by the regional plan. One staff member was seconded and another transferred for the refinement project.

Toronto-
centred
region

research

While most of the branch's research projects were still in their early stages, staff were progressing on all fronts in 1971 in their long-range program to identify, analyze and report on planning problems of widespread concern to municipalities.

First-phase reports were completed for three major research projects and will be published in limited supply.

Lakeshore Capacity Forecasting This study involves environmental analysis and classification of inland lakes in Ontario for recreational development. The objective is to develop guidelines enabling measurement of the capacity (and the unused capacity) of a lake to support development. These would assist the department in advising on official plans and dealing with subdivision applications.

Shopping Centres The objective is to develop guidelines useful to both municipalities and the branch for evaluating proposals for new retail facilities. Phase 1 examined the basis for decision-making and the adequacy of official-plan policy statements in assuring orderly development of retail facilities.

Residential Estate Development Phase 1 involves a broad investigation of estate development (urban residential uses in rural areas) near several selected cities in southern Ontario. The overall objective is to define this type of development more precisely, to identify the most useful sources for research purposes, to test possible research methods and to evaluate the potential of any subsequent research work. The results of the research would assist the department in advising on official plans as they affect estate development. The study is being funded by ARDA.

Various segments of a study of mobile homes in Ontario were underway during 1971 including an analysis of data on mobile home parks, a case study of a mobile home park proposal, a structural-quality and maintenance comparison of mobile homes with conventional dwellings, an annotated bibliography of publications on mobile homes and investigations of present legislation, by-laws and standards affecting the use of mobile homes in Ontario municipalities. Because of the scope and diversity of these projects, consultants with appropriate skills are frequently used to assist staff with various parts of the branch's research program.

The first three-year phase of a project to develop a major provincial recreation complex in the Wasaga area was completed ahead of schedule in 1971. A draft master plan for a 15-year period was accepted in principle by the provincial agencies and municipalities involved as the basis for detailed studies.

Wasaga park- community program

Set up in 1969 by the government of Ontario, the project may well be the first of its kind in North America where parks and beaches are integrated with community and commercial facilities through a multi-million dollar provincial program. The responsibility for planning, coordination and administration was given to the community planning branch.

The completed phase involved preparing a master plan; recommending remedies for some immediate problems such as traffic circulation; and doing preliminary feasibility studies. More than 2,000 copies of the first-phase report have been distributed and project staff talked to an estimated 1,000 people in the area during a public-participation week in July.

The second phase, now underway, calls for detailed transportation, water and sewer studies and the development of a local and regional parks system.

In July, 1971 the government agreed to make funds available for the studies and for the purchase of certain lands essential to the success of the program, and indicated that funds for implementing other aspects would be forthcoming over the next four years.

A primer on COMMUNITY PLANNING was completed in 1971 and will be circulated through a wide distribution list including municipal clerks, planning boards, universities and secondary schools. A pamphlet on subdivision approval had also reached the printing stage.

publications

Work on manuals dealing with official plans and subdivision design had also progressed and THE ONTARIO PLANNING NEWSLETTER was being produced quarterly.

conferences, meetings and field offices

With the introduction of land division committees and the increased activity of the branch in rural and unorganized areas, there appears to be no relief from the pressures on branch staff to organize, participate in or be present at conferences and other formal and informal meetings.

Last year, for example, staff of the subdivision section travelled to a total of 1,160 meetings and site locations across the province. The London regional office reported attending 123 out-of-town meetings including 16 conferences and 17 committee of adjustment and land division meetings. The Ottawa office recorded 168 such meetings including three workshops which staff organized.

In addition to organizing workshops and an annual planning conference, the Sudbury office was especially active in inter-departmental liaison meetings in unorganized territories.

Activities such as mining developments and the processing of consent and subdivision plan applications required many meetings for the North-western Ontario advisory service located at Thunder Bay. The area planner reports many meetings with the municipalities in the region and increased committee work with other government departments.

staff

The staff level remained the same as in 1970 at 167 including 82 technical and professional personnel and 11 draftsmen.

The staff development program was intensified. In addition to routine orientation programs, five staff members were taking undergraduate or postgraduate work in planning and four had completed courses in transportation planning. More than a dozen staff attended extension courses in fields related to community planning.

committees

As with meetings and conferences, the number of committees on which the branch is represented continues to climb. Last year's annual report listed 22 special committees where staff participation was required. Several more were added in 1971:

- ☐ multiple use of natural resources committee
- ☐ interdepartmental committee on regional government
- ☐ technical sub-committee on legislation
- ☐ committee on multi-disciplinary approach to transportation studies — Niagara-Lake Erie
- ☐ sub-committee on energy and transportation
- ☐ departmental committee on Indians
- ☐ committee on commuter rail impact
- ☐ international committee on national standards and specifications
- ☐ recreation liaison committee
- ☐ Canadian standards sub-committee on mobile home parks
- ☐ committee on municipal licensing, regulating and governing of tourist and trailer camps
- ☐ parkway belt and transportation coordinating committees
- ☐ technical coordinating committees to transportation studies (various)
- ☐ tourism and outdoor recreation sub-committee
- ☐ advisory committee on pollution control

Some of the branch's perennial activities

- ☐ preparing municipal boundary history maps
- ☐ commenting on annexation and amalgamation proposals to the Ontario Municipal Board
- ☐ processing road-closing applications
- ☐ reviewing five-per cent land applications under section 28 of The Planning Act
- ☐ lecturing to associations, seminars, staff courses, and training courses for Ontario land surveyors
- ☐ distributing questionnaires to planning boards, committees of adjustment, municipal clerks, mobile home operators and analyzing replies
- ☐ graphic description of quieting orders.

other activities



WOMEN FOR SALE

assessment

focus

The assessment division is responsible for the discovery and valuation of all real property located in organized municipalities as well as in school sections in unorganized territory. The goal of the division is to implement province-wide reassessment at market value in 1974, to be used as the basis of municipal taxation in 1975.

Some major 1971 activities:

- ☐ measurement and inspection of properties in all areas of the province
- ☐ completion of the annual census of municipalities
- ☐ preparation of amendments to The Assessment Act
- ☐ preparation of lists of changes to the 1970 assessment rolls

reorganization

Through most of 1971, the assessment division consisted of seven area branches and two head office branches — assessment education and assessment standards. In December, a reorganization was undertaken with the purpose of streamlining the organization and thereby improving communications within the division.

The number of area offices has been reduced from seven to four. The Southwestern and Grand River-Niagara assessment areas are combined to form the Western Ontario assessment area with the area office located in Brantford; the Central and Metropolitan Toronto areas are merged to form the Central Ontario assessment area which will be administered from the former Metro area office; the Lake Ontario and Eastern assessment areas are combined with the area office located in Ottawa. The jurisdiction of the Northern assessment area remains the same, although the name is changed to the Northern Ontario assessment area.

There has been no change in the boundaries of the assessment regions or in the internal organization of the regional offices. The province is divided into 32 assessment regions, with an assessment commissioner in charge of each. The commissioner is responsible for the valuation of properties in his region, as well as for the conduct of the annual census. Supervising the assessment of particular property classes within the region are valuation managers.

A new office has been created within the division, that of senior director of field services, who is responsible for the completion of the reassessment program throughout the province. This responsibility includes monitoring work progress to ensure that statutory and administrative deadlines are met, as well as controlling the quality of the final valuations. The senior director reports directly to the executive director of the division.

A reconstituted assessment standards branch replaces the former assessment education and assessment standards branches and retains most of the previous functions of these branches. However, the former policy section is now attached to the executive director's office, while the quality control function is vested in the office of the senior director, field services.

bill 127

On July 23rd, Royal Assent was given to bill 127, an act to amend The Assessment Act, 1968-69. Some of the provisions of the bill were of a relatively minor nature and dealt with administrative problems encountered in the legislation. However, the main purpose of the bill was to stabilize assessments at 1970 levels until 1974, when assessment rolls based on market value will be returned across the province. Formerly, the legislation provided that assessment rolls be returned annually to municipal clerks, and that these rolls be used as the basis of taxation in the following year. Under bill 127, the rolls returned in 1970 will continue to be used as the municipal tax base in 1972, 1973 and 1974. Provision was made for the alteration of assessment rolls to include additions to the value of property where existing structures are altered or new structures are erected. However, for the period of stabilized assessments, an improvement must increase the market value of a property by at least \$2,500 before it will be assessed and taxed. In effect, this provides a tax moratorium on most home improvements until 1975.

By September 1 each year, the assessors must provide to the municipal clerks lists of certain value changes as well as changes in ownership, school support and other administrative detail, which are then incorporated in the 1970 roll.

In other sections, the bill provided that new structures are liable to assessment and taxation from the date of occupancy; that land is not to be assessed at a greater amount because of the presence of orchards; and that assessment appeals are to be directed to the regional registrar of the assessment review court rather than to the assessment commissioner.

The main activity of the division in 1971 was the measurement, inspection and rating of properties as part of the reassessment program. This work is well-advanced in all regions. Other functions carried out by regional office staff included the preparation of lists of assessment roll changes, sales analysis studies and in-depth studies of all other factors to be considered in arriving at market value. The annual census was taken in every municipality. As in 1970, this census was conducted by part-time enumerators, hired and trained for that specific purpose.

The division assisted in the preparation of the amendments to The Assessment Act discussed above and staff members were active on a number of committees dealing with assessment and taxation matters.

The regional offices have continued to work on the extensive mapping program commenced in 1970. This includes the searching of properties at

registry and land titles offices and incorporating the results of these searches on assessment maps. In turn, these maps can be used for purposes other than assessment by the various departments of local government.

assessment standards

This branch is now administered through two sections — valuation and services.

The assessment services section is responsible for providing advice, assistance and training in areas of assessment administration and practice other than valuation. This task includes participation in the development of a standardized system of data processing for assessment purposes throughout the division covering form design, report making and administrative procedures generally. As a follow-up, the section will be involved in the instruction of staff in these techniques.

The section is also responsible for a series of programs of an informational and service nature. Included here are a compendium of assessment legislation, development of an enumeration program for 1973, establishment

and administration of a file of assessment information for use outside the division and the continuing production of the divisional magazine — ASPECTS.

In addition, the section will assist in the maintenance of curricula for the assessment administration course which is given at 4 colleges of applied arts and technology. The section will continue to develop and administer in-service training courses in assessment legislation, administration and mapping.

The prime responsibility of the valuation section is to maintain existing valuation methods while carrying out research into new methods. Included in this task are the continued development of specifications and cost analyses for the HANDBOOK OF COST FACTORS. At the same time, the existing programs of research into the application of computers and statistical techniques of valuation will continue and be extended.

The valuation section is also responsible for an education program in the division. In particular the section provides instructors on an occasional basis and assistance in teaching valuation at the community colleges as well as holding in-service courses in both the techniques of the "handbook" and statistical analysis and income capitalization methods.

The section will also undertake research projects related to valuation problems. Examples are impact studies and determination of socio-economic variables in the demand for real property.

Some 1971 activities

- ☐ The branch was involved in the standardization of assessment forms and procedures. Through the work of the standard assessment system committee, a beginning was made on the outline of standard methods of data collection and processing.
- ☐ Studies continued into the application of computer and statistical techniques to the valuation of real property and staff participated in studies of special assessment areas such as golf courses and mobile homes.
- ☐ The branch was also involved in computing the county and regional apportionments, and the apportionments for homes for the aged and welfare agencies.

During 1971, the branch pursued its responsibilities of upgrading the training of present staff on valuation techniques as well as seeing that the division's needs for well-trained new assessors were met.

assessment education

Beginning in 1967, the department has sponsored a two-year assessment administration course at a number of colleges of applied arts and technology across the province. The course of study includes instruction in valuation, assessment management and economics, as well as courses in mathematics, statistics and other liberal arts subjects. Instruction in valuation is conducted in the classroom and under actual working conditions. Similarly, the economics and assessment management courses have a practical orientation, as students attend sittings of the assessment review court and make economic analyses of actual real estate market situations. In addition to the formal program of study, each student must complete one summer of work in a regional assessment office. To date, roughly 150 graduates have gained employment within the division. Over 200 students are currently enrolled.

For university graduates recruited into assessor trainee positions, the education branch prepared a training program including a two-week training school in valuation and nine-month correspondence courses in assessment management and economics, supplemented by tutorials. Approximately 100 persons are now taking part in this training.

A major part of the work of retraining existing assessment staff has involved instruction in the provincial assessment manual. This training consists of lectures on the valuation of various classes of property, followed by field training conducted by senior personnel from area and regional offices.

During 1971, increased emphasis was placed on the development and administration of specialized in-service training courses. In 1970, a correspondence course for division mapping and drafting staff was developed. This course was offered a second time, with more than 90 regional office personnel enrolled.

In co-operation with the standards branch, the education branch developed instructional material for the training of personnel involved in the enumeration of municipalities.

Legislation to provide a future for monuments to the past



municipal accounting

focus

The responsibilities of the municipal accounting branch, divided among the financial management services section, the special projects section and the accounting research section are

- ☐ to promote and advise on the use by municipalities of accepted principles, practices and modern techniques of financial management and related matters which include budgeting, accounting, reporting, auditing and financing
- ☐ to study, analyze and propose solutions to special financial management problems resulting from changes in municipal structures and forms of organization, legislative requirements and alterations to provincial programs
- ☐ to conduct studies and research projects which will develop municipal accounting and reporting principles and practices in Ontario
- ☐ to develop the flow of financial and related information from municipalities to the general public and to the provincial government
- ☐ to administer a licensing system for municipal auditors.

financial management services

This section is responsible for promoting the use by municipalities of efficient and effective modern tools and techniques of financial management; for providing a competent comprehensive local advisory service to municipalities and the public at large on municipal financial management, related matters and departmental programs; and for liaison between department and municipal officials.

The section has experienced advisors located in offices of the department in London, Brantford, Orillia, Sudbury, Ottawa, Trenton and Toronto. Decentralization of staff enables personal contact, either by visit or seminar with most municipalities in the province on financial management or related matters. Approximately 800 visits, many at the request of municipal officials, were made and 25 seminars were held. Contact with municipalities was also made by the advisors with their attendance at conferences, zone meetings and workshops sponsored by various municipal organizations and ratepayers' associations.

During 1971, advisors were involved in the following activities

- ☐ examination of 1970 financial statements and auditor's report of each municipality in Ontario to ensure that they satisfactorily reflect the municipality's financial operations for the year and conform with the accepted principles and practices of accounting and reporting prescribed by the department and identification of any major financial management problems of the municipality
- ☐ contact with those municipalities with suspected major financial management problems by visit, letter or telephone to ensure that the responsible municipal officials were aware of these problems and would take the required steps to quickly resolve them
- ☐ promotion of accepted modern techniques of financial management relating to budgeting, temporary borrowing, capital financing, tax due dates and billing, etc., by developing and presenting practical examples at seminars held by the section for municipal officials in most areas of the province
- ☐ promotion of improvements to municipal tax collection policies by preparing and issuing to municipalities releases showing current comparable statistics of "similar" municipalities on tax collection and tax arrears

- ☐ undertaking certain functions locally for this and other branches of the department such as assisting municipalities in existing and proposed regional government areas in the preparation of three year budgets, gathering statistics from municipalities required for major study programs of the department, and providing feedback to senior department officials to enable effectiveness of departmental programs to be measured
- ☐ providing a consulting resource of local expertise to other provincial departments on municipal financial management and related matters
- ☐ advising municipal officials and the general public, on request, about changes to legislation and departmental programs relative to the section's area of responsibility
- ☐ answering inquiries from the general public concerning the residential property tax reduction program, the supplementary tax assistance for the elderly program, the farm tax reduction program, the Ontario employment incentive program and the new employment loans program.

This section provides a specialized consulting resource to the department's senior officials, other provincial departments and newly-established regional and district governments. An important responsibility is the review and study of legislation related to financial management and practices of local governments, evaluating results and proposing amendments to the legislation to implement solutions.

Assistance was given in

- ☐ developing legislation for departmental programs, and in this regard, staff were made available to the municipal finance branch on a consulting basis for the development of a reformed property tax structure and related apportionment provisions
- ☐ providing input to legislative programs of other departments within the government and, at the request of Treasury Board Secretariat, the section conducted a survey to determine the various means of improving and coordinating the timing of provincial grant payments after which proposals were formulated and submitted for approval to Treasury Board
- ☐ carrying out studies in relation to proposed consolidations, annexations and incorporations in Northern Ontario.

There is major involvement in the establishment of regional or district municipalities and during 1971 section staff

- ☐ provided continued technical and financial administration assistance to municipalities affected by the formation of the regional municipalities of Niagara and York, and the district municipality of Muskoka
- ☐ designed and implemented a three-year budget forecast return for the regional, district and area municipalities
- ☐ developed, calculated and implemented transitional mill rate adjustments and related grants to phase-in shifts in taxation resulting from the major restructuring of boundaries necessitated by the creation of regional or district governments
- ☐ chaired numerous committees of arbitrators established to dispose of the assets and liabilities of the dissolved municipalities. The final reports of the ten committees in York and Muskoka were unanimously accepted by the councils of the municipalities directly concerned.

accounting research

This section is responsible for the review and improvement of municipal accounting, reporting and auditing techniques and procedures.

An intensive review of accounting and financial reporting principles for municipal enterprises was carried out during 1971

□ Appropriate accounting principles to be used to determine the deficits upon which grants to transit systems would be paid had to be decided and at the same time a model management information system for transit systems had to be developed.

□ Officials of the Ontario Municipal Waterworks Association requested help in drafting a standard classification of accounts for municipal waterworks systems. A bulletin establishing standard accounting principles and setting out a financial management system for municipal waterworks is being prepared.

A revenue fund budget summary form and instructions were completed in the year and were sent to the 150 largest municipalities in Ontario to be completed and returned. This was the first attempt by the province to collect budget information from municipalities. This financial information is available 12 months before the actual results are known and will be a great help in provincial planning. The budget summary also introduced the analysis of municipal expenditure by object. This type of classification of expenditure will have to be incorporated into municipal accounting systems because it is expected that actual financial results, analyzed in this manner, will be required from municipalities in the near future.

Work was started on a standard capital budget reporting format for municipalities. The proposed format will provide more information for provincial planning and replace the current capital planning information requirements of the Ontario Municipal Board.

Branch members attended the 1971 Federal-Provincial Conference on Municipal Statistics. This meeting sponsored by Statistics Canada was designed to let members of provincial departments of municipal affairs exchange ideas with each other and members of Statistics Canada, with the goal of developing a consistent reporting structure for all municipal services in Canada.

Staff continued to work closely with the education committee of the Association of Municipal Clerks and Treasurers of Ontario and officials of the Society of Industrial Accountants of Ontario to develop a correspondence course in municipal accounting for the fall of 1972. The course will consist of 20 lessons, of which the last five will be a practice set of typical transactions in an Ontario municipality. A course author is writing the first 15 lessons for the SIA while branch members are preparing the practice set.

The 1970 municipal financial reports were reviewed to determine whether changes in the requirements for municipal auditors introduced with the publication of A GUIDE FOR THE MUNICIPAL AUDITOR IN ONTARIO were being complied with. A list of 30 firms of municipal auditors, whose financial reports appeared to indicate an inadequate level of knowledge of municipal auditing and financial reporting was submitted to the municipal audit advisory committee of the ICAO, and each of these firms was contacted by members of the branch or that committee to see what steps were being taken to resolve the problems which were identified.

Members of the branch participated in six workshops held by the municipal audit advisory committee of the ICAO. These workshops were designed to familiarize municipal auditors with the services provided by the committee and to allow municipal auditors to discuss common problems.

Three more sessions of the ICAO continuing education course on municipal auditing were held in 1971. Branch members attended each session as resource personnel and are now involved in helping to revise the course for presentation in 1972.



Moosonee: subdividing and servicing for 86 new lots

municipal finance

focus

The responsibilities of the municipal finance branch are

- ☐ to develop and implement an optimum financial environment for local government or system of local services, and to coordinate other provincial programs having an impact on this environment
- ☐ to analyze and disseminate data relating to the financial environment, of local government
- ☐ to measure the financial viability of local government
- ☐ to develop and coordinate provincial grant programs
- ☐ to develop and coordinate the implementation of equitable property tax policies
- ☐ to provide local government with access to capital funds

Some of the main developments involving the branch during 1971 were

- ☐ devising and developing programs to implement municipal-provincial-federal policies for the stimulation of employment
- ☐ developing methods to give increased assistance to restructured governments during their formative years in recognition of special needs
- ☐ widening of municipal tax bases through legislation permitting taxation of provincial parks and community colleges
- ☐ further rationalizing payments to designated mining municipalities to direct a larger proportion of provincial financial assistance to the communities of greatest need
- ☐ initiating the development of more equitable apportionment of expenditures among municipalities
- ☐ adding new sources of capital funds for both large and small municipalities

The government's policies relating to municipal finance have been progressively defined by the Provincial Treasurer in the budget papers for 1969 and subsequent years. Essentially they are

- to bring equity into the property tax system through the reassessment of real property by provincially employed assessors
- to widen the property tax base
- to reduce the share of the total tax burden borne by property taxpayers.

Work has continued in the branch in 1971 toward giving effect to those policies as they developed within the available provincial funds, having particular regard for the special interests of the municipalities and the property taxpayers.

fiscal policy and programs

To reduce unemployment during the winter of 1970-71 the government made \$7.5 million available for a municipal works incentive program to be operated by municipalities. Priority was given to the employment of unemployed people who would otherwise be in receipt of welfare assistance. A suitable scheme was developed and put into operation to ensure that the maximum benefit was obtained from the funds available.

When indicators of unusually serious winter unemployment became apparent in autumn 1971, high priority was given to developing policies that would increase the flexibility of the municipal works incentive program implemented during the previous winter. A provincial allocation of \$25 million was announced initially and the municipal finance branch, with the cooperation of the municipal subsidies branch, developed means of expanding the range of projects for which assistance could be applied to widen the classes of employment skills affected, to shorten the lead time for the start-up of projects and to lengthen the period for which assistance was available. Municipalities were consulted in order to make the 1971-1972 program both comprehensive and flexible enough for wide-spread and early participation. The program was extended to include special purpose boards, commissions and other local governments in addition to the municipalities and Indian bands which had benefitted under the previous program.

provincial- municipal employment incentive program

As a result of early planning and provincial-municipal cooperation, the program was fully underway before Christmas. The government therefore increased the allocation to \$35 million and the terms of the program were enlarged to include work on private property in addition to municipal work. When federal assistance became available through the federal local initiatives program, the finance branch took part in coordinating and rationalizing the programs in order to extend employment assistance still more widely.

widening the tax base

The progressive removal of government supported properties from tax exemption continued. Provincial parks and colleges of applied arts and technology were partially phased-in to local taxation. (Universities had lost their fully-exempt status in 1970.) Community colleges and universities now are normally taxed at the rate of \$25 annually for each full-time student. Where the university and college enrollment is a large proportion of a municipality's population and the total exempt assessment is high relative to the total municipal assessment the tax may be increased up to \$35 per student.

For provincial parks payment is by grants in lieu of taxes equalling \$5 per acre for up to 100 acres and \$2 per acre for from 100 to 10,000 acres. The minimum payment is \$100.

municipal reorganization

While the existing regional governments were subject to continuing evaluation during the year, the prospects for additional regional governments were also under investigation. The branch has assisted in the preparation of detailed financial studies on both Waterloo and Sudbury in order to assess the financial implications of structural changes involved in regionalization.

A 1971 amendment to The Regional Municipal Grants Act provided for special payments to regional and district municipalities and to the area municipalities situated within their boundaries. The purpose of the payments, which may be continued for up to five years, is to promote the development of services on a regional or district basis and to minimize changes in the incidence of local taxation following municipal restructure. The program was devised to recognize that each newly-organized municipality has unique features requiring flexible programs of financial assistance during the formative years. In a limited number of cases, restraint on expenditure was a condition of the new assistance program.

relief for property taxpayers

Negotiations involving the Provincial Government, the Government of Canada and the Regional Municipality of Ottawa-Carleton were successfully concluded regarding the expansion and acceleration of sewage collection and treatment facilities in the Ontario portion of the National Capital Region. The two senior governments agreed to share equally in the financing of two-thirds of the capital cost of an initial five-year program. The regional municipality will be the executive agency carrying out the work and will contribute the remaining one-third of costs. The arrangements are in line with a similar agreement made for the Quebec portion of the National Capital Region.

The system of payments to designated mining municipalities has been revised to take account of the special needs of these municipalities. The new formula, which was developed in consultation with the Association of Mining Municipalities, relates the amount of provincial assistance to the deficiency of equalized assessment per capita against a standard of \$10,000 and the amount of eligible expenditure. The program also recognizes that some designated mining municipalities are less dependent on the mining industry than others by scaling down the assistance otherwise payable to municipalities with ratios of resident miners to total population of less than 10 per cent. The new formula is being applied progressively toward full implementation by 1973.

Questions of payment to individuals based on need were explored through continuing studies of the effects of farm tax rebates, tax assistance to pensioners and the residential property tax credit, particularly in relation to the proposed system of personal income tax credits.

property tax reform

Research has continued on the effect of reassessment at market value on the taxes levied on real property. The development of a new property tax system compatible with the new assessment values is essential to ensure an equitable tax distribution throughout Ontario. Studies have been conducted in a number of municipalities where reassessment was completed prior to the assumption by the province of the assessment function. With the recent amendments to The Assessment Act, assessments will not change until 1974. This will allow a relatively stable period in which to proceed with the necessary reassessment and development of an equitable taxation system.

A review of the apportionment of shared costs was initiated to develop a uniform system designed to apportion costs on the same basis as that on which taxes are levied. Meetings have been scheduled for the forthcoming year with representatives of interested departments to obtain information concerning the various apportionment methods presently in use. The effect of adopting such a uniform system will be evaluated and proposals developed in consultation with interested departments and municipal representatives.

evaluation: assistance to OMB

During the year, the Ontario Municipal Board, in pursuance of its statutory duty to review the requests of municipalities for the issuance of long-term obligations, requested information on the financial status of various municipalities where concern was expressed about the municipality's capacity to incur further debt. The evaluation of a municipality described important aspects of its financial position and gave particular consideration to the impact of long-term commitments undertaken both by the municipality and associated boards and commissions.

Since the formation of Divisional Boards of Education, the Municipal Board has been faced with the problem of obtaining reliable data concerning the apportionment of debt liability among municipalities within a school board's jurisdiction. In 1971, the branch undertook the task of providing this information to the board for all the school boards in Ontario.

development of techniques

Work continued during the year on refining existing evaluative criteria and developing new techniques and some of these improvements were incorporated into the financial analysis format. It is anticipated that as the work proceeds on the PROMUS project, fields for further study will be opened up.

This project, with the acronym PROMUS (Provincial-Municipal Simulator), is the result of an agreement between the Province and the City of Toronto for the joint development of a municipal simulation model. Phase I of the project completed in the previous year established the feasibility of the approach to be taken in simulating the City of Toronto. In 1971, a further agreement was signed to undertake Phase II, the implementation of the financial aspects of the model. As in Phase I, consultants fees are shared equally and staff and equipment of both parties are utilized. Phase II is now underway and is expected to take over a year to complete.

construction of a simulation module

Using simulation technology, the financial model is designed to improve the budgetary process, measure the financial consequences of any specific course of action and enable rapid evaluation of a number of alternatives. As such, the model will aid decision-making, provide a basis for improving the rationality and effectiveness of the municipal financial management process, and measuring the effect of projected provincial policies on the municipality.

The branch conducted or assisted in a number of special studies during the year. These included

special studies

- ☐ studies in conjunction with Ontario Hydro of the impact of the construction of new generating stations on adjacent municipalities
- ☐ an appraisal of the financial aspects of the preliminary proposals for the park-community development program for the Wasaga Beach area
- ☐ studies in conjunction with the Ontario Water Resources Commission of the impact of the installation of water and sewage facilities in municipalities
- ☐ a review of the financial implications of official plans and the financial position of the municipalities concerned in conjunction with the approval of official plans by the minister under The Planning Act
- ☐ other miscellaneous studies of individual municipalities at the request of other branches of the department, other departments of government, members of the legislature and of the municipalities themselves.

reports

Activities within the reports section were collectively aimed at the further development of the entire municipal finance information system. These activities can be summarized as follows

acquisition of information Continued efforts were expended towards increasing the quality and breadth of information which flows in primarily from municipalities, while some comes from other levels of government. The steps taken in respect of the acquisition of information spring from both the recent as well as ongoing changes in municipal affairs in Ontario.

processing of information Innovations intended to further broaden the information base included the initiation of a computerized system designed not only to publish information, but also to facilitate the subsequent retrieval, manipulation, and analysis of data.

dissemination of information An increasing portion of reports section activities was directed towards preparation of analyses which are required for specific purposes but not published, for example, analyses of population, households, revenue and expenditure, including estimates, capital expenditure, debt charges, direct debt, school board debt apportionments, and transfer payments.

Another area of increasing importance is the explanation and supplying of municipal finance data to those, whether in educational, business, or certain professional fields, who are applying their specialties, more and more, to the study of various facets of municipal operations.

Publishing activities were continued utilizing a further year's data available under the new formats created in the past few years. The analytical commentaries increasingly addressed themselves to important trends now becoming observable.

In addition to producing the 1970 SUMMARY OF FINANCIAL REPORTS OF MUNICIPALITIES under the new system referred to above, the by-product data bank will serve as a basis upon which to build up a reservoir of usable information. The SUMMARY is the prime source of municipal finance data in Ontario.

The second edition of THE MILL RATE ANALYSIS was completed. This report analyzes the trends in rates for each municipality over time, in a

format which makes possible inter-municipal comparisons. With a sizeable portion of the development work already accomplished, the 1972 ANALYSIS dealing with 1972 mill rates is scheduled for the second half of 1972.

The MUNICIPAL DIRECTORY is the most convenient summary source of data on key elected and appointed municipal officials. 12,000 copies of the 1971 edition were made available in March and because of increasing demand, the 1972 edition will approach the 15,000 circulation mark.

planning new information The branch has for a number of years compiled a "grants register" of subsidies paid to local government authorities. Considerable work was done on further rationalizing the method of aggregating, analyzing and presenting these very significant transfers. This endeavour is in line with the increasing demand for such information from those seeking an overall picture of the fiscal arrangements between these levels of government.

A further area where the initiative was started, and continues to be taken, concerns the identification and enumeration of the many and varied services offered at the local level. The uniqueness of each municipality's operations poses the challenge to create a universally applicable format which can be relatively easily maintained and yet provide meaningful information to a wide range of users.

A comprehensive system for planning and scheduling of information flows was introduced, necessitated by the growing complexity and size of the municipal finance information system. These procedures should permit for the rational development of the information system in the future.

During the year, further financial viability studies were undertaken by the branch in conjunction with Department of Transportation and Communications' urban transportation studies. Such studies involved the planning and, in some cases, the programing of all future modes of transportation. The financial studies were intended to determine the financial feasibility of the transportation study conclusions. This involved identifying all agencies relying to a greater or lesser extent on the property tax as a source of revenue, obtaining projections of future intentions, integrating these projections and evaluating their individual and collective impact on the taxpayer. As a result, local councils were in a better position to evaluate the transportation plan and generate alternative programs if need be.

transportation
studies

borrowing services

A considerable part of the activities of this section during 1971 arose from the enactment, in November 1970, of amendments to The Municipal Act by which municipalities of not less than 20,000 population are authorized to issue several types of debentures which were not previously available to them. A number of municipalities have used one or other of these newly-authorized forms of debentures to good advantage, and the value of the legislation as a means to assist in coping with difficult capital markets that may be encountered in the future is becoming widely recognized.

During the year some 40 visits were made to the larger municipalities for the purpose of discussing with the treasurers and other officials both the implications of this legislation and the whole general area of capital and temporary borrowing instruments and practices. The conferences were also useful in providing an opportunity to gather, and to pass on to other municipalities, valuable experience which some had gained in the matters under discussion.

Enquiries and suggestions relating to the new legislation were received throughout the year in considerable numbers from officers of municipalities, banks and investment dealers. One result of these representations was the formulation of two further refinements to the borrowing provisions of the act, which are designed to make these provisions more useful to the municipalities, and which have been recommended for submission to the legislature.

The advisory service provided by the section to municipalities on all aspects of capital financing experienced another active year, with a considerable number of requests being received for assistance and suggestions on matters in this area. Members of the financial community also consulted the section frequently for information of a similar character.

The administration of the day-to-day business of The Ontario Education Capital Aid Corporation with the school boards and municipalities continues to be a responsibility of the section. It will be noted from the summary of debentures purchased by the corporation that, in less than six years of operation, the corporation has purchased more than one billion dollars worth of debentures: this amount represents 1,595 individual transactions.

The section also continues to administer the business of the municipalities with the Ontario Municipal Improvement Corporation, on a basis similar to that relating to The Ontario Education Capital Aid Corporation. Municipalities of fewer than 20,000 population can now sell to OMIC debentures

issued for any municipal purpose, at interest rates comparable to those prevailing in the public market for debentures of larger municipalities.

During 1971, OMIC purchased 61 debentures issued by these smaller municipalities, in the total par value of the debentures being \$7,323,681. The cost of borrowing to the municipalities ranged from 9% to 8%. The borrowings were undertaken to finance a broad range of projects, including water and sewer installations, local improvements, drainage, hydro systems and parks.

The borrowing municipalities, in addition to securing funds at a rate in keeping with the market, achieved substantial savings in costs incidental to the borrowings through the elimination of expenses such as debenture printing, legal costs for preparation of by-laws, bank charges for handling interest coupons and matured debentures, etc. Also the municipal officials and their staffs are relieved of much exacting administrative work as a result of the standardized and simplified procedures pertaining to the program and the services rendered by the section.

THE ONTARIO EDUCATION CAPITAL AID CORPORATION
summary of debentures purchased

Municipalities	number	1971		total purchases to date (1966-1971 inclusive)	
		amount	number	amount	
Metropolitan Toronto	7	\$ 34,777,000	28	\$ 219,040,000	
Cities	4	840,000	170	140,964,000	
Towns, Villages	2	827,000	253	90,163,000	
Townships, Improvement Districts, Counties	—	—	425	155,583,738	
School Boards					
County, City and District Boards of Education	152	135,752,000	276	240,272,000	
Separate and Unorganized	50	31,005,000	443	196,723,000	
TOTAL	215	\$203,201,000	1,595	\$1,042,745,738	

Planned expansion for Ear Falls, a resource community, allowed for both mobile and conventional homes.



municipal organization and administration

focus

The municipal organization and administration branch promotes, develops and implements effective municipal government through

- ☐ general oversight and advice on municipal administration and special supervision as required
- ☐ study and examination of problems arising from current municipal organizational structures and procedures

Responsibilities include

- ☐ administrative and regulatory duties with respect to improvement districts, designated mining municipalities and certain other municipalities
- ☐ administration of the tax arrears procedures under The Department of Municipal Affairs Act
- ☐ provision of assistance and advice to municipalities, ratepayers and others in matters of municipal administration and organization, municipal elections and the promotion of improved municipal standards of operation and procedure.

Under The Municipal Act, all improvement districts are subject to Part III of The Department of Municipal Affairs Act, which provides for special departmental jurisdiction under certain circumstances. There are, at present, sixteen improvement districts in the province. All but one — Bicroft — are located in the territorial districts.

improvement districts

During 1971, branch officers gave guidance and advice to these municipalities concerning their corporate affairs and made periodic visits to them. No special problems arose except in the Improverment District of Temagami where the proposed installation of water and sewer services in 1972 by the Ontario Water Resources Commission called for considerable assistance from this branch.

The Township of Chapleau remained under the direct jurisdiction of the department as ordered by the Ontario Municipal Board. Its financial position continued to improve throughout 1971 under branch guidance. Significant capital projects undertaken by the municipality in co-operation with the province in 1971 were the extension and widening of a street to accommodate a railway overpass, provincial water works program and the establishment of an airport.

township of Chapleau

Included in the powers of municipalities to enforce tax collection are two methods or systems known as the "tax sale procedure" formerly under The Assessment Act and the "tax registration procedure" under The Department of Municipal Affairs Act. Effective January 1, 1970, the tax sale provisions of The Assessment Act were transferred to The Municipal Act.

tax arrears procedures

Both systems utilize the sale of lands in arrears of taxes as a means of recovering the taxes. However, direct participation by the department is requisite only under the tax registration procedure. The branch approves documents submitted by the municipalities and certain school boards having jurisdiction in unorganized territory in respect to several phases of procedure, including the registration of the land and its sale or other disposition, and also gives advice and direction as required.

During 1971 the minister made regulations to provide for the use of the "tax registration procedure" in place of the "tax sale procedure" in 8 additional municipalities. As a result, some 525 local municipalities and 41 school boards now use this procedure.

municipal advisory services

General advice and consultation on most phases of municipal operation is available to all municipalities throughout the province on matters such as

- ☐ preparation of annual budgets
- ☐ tax levying and collection procedures
- ☐ procedures for the sale of debentures and the preparation of repayment schedules
- ☐ composition and structure of local councils
- ☐ conduct and procedures of council meetings
- ☐ filling of vacancies on councils and local boards
- ☐ election procedures
- ☐ annexation and amalgamation procedures
- ☐ preparation of resolutions and by-laws and the procedures relating to their adoption and enactment
- ☐ provincial grants available to municipalities, boards and commissions.

During 1971 officers of the branch attended, on request, numerous meetings to discuss with municipal officials and local residents matters concerning annexations, amalgamations and the possible incorporation of new municipalities. Branch officers also served as observers, panelists, speakers and resource personnel at municipal workshops and seminars.

Under The Assessment Act certain municipalities are “designated mining municipalities” and hence receive from the province “mining revenue payments” in lieu of direct taxes on mining properties. In 1971 there were 62 such municipalities which received payments totalling about \$7,631,200. Branch officers examined and approved the annual budgets and levy by-laws of these municipalities as required under the regulations.

designated mining municipalities

This provincial grants reference manual contains a brief description of each of the grants and subsidies available to municipalities and their boards and commissions through the various departments and agencies of the government. It was developed as a ready reference for the municipalities and the material is up-dated annually or more frequently if necessary. The book was revised in 1971 and distributed in a new, easier-to-handle format.

provincial grants book

Branch officers served as members or advisors to a number of committees concerned with municipal or related affairs, such as

- ☐ Committee on the Municipal Licensing, Regulating and Governing of Tourist and Trailer Camps
- ☐ Continuing Advisory Committee for the Superior Shade Tree Program
- ☐ Interdepartmental Committee on Abandoned Auto Vehicles
- ☐ Interdepartmental Committee on Indian Affairs
- ☐ Ontario Conference on Local Government
- ☐ Selective Management of Brush on Roadsides.

committees

In addition, a branch officer served as a consultant for the Select Committee on Election Laws. Another officer served as a member and the secretary of the Mid-Western Ontario Regional Advisory Board which meets periodically to study and review the design for development in that part of the province.

The branch annually assists in reviewing proposed changes in legislation affecting municipalities and submits recommendations. Staff also participate in reviewing special committee or municipal association recommendations regarding legislative changes.

regional offices

Senior administration officers are located at the department's composite regional offices in Thunder Bay, Sudbury, London and Ottawa. During 1971 the former office in Perth was relocated in the City of Ottawa. These officers serve the following areas

Thunder Bay The Territorial District of Kenora, Rainy River and Thunder Bay, plus the Townships of Michipicoten and Wicksteed and the Improvement District of White River in the Territorial District of Algoma

Sudbury The Territorial District of Algoma (excluding Michipicoten, Elliot Lake, Wicksteed and White River), Manitoulin and Sudbury

London The Counties of Elgin, Essex, Huron, Kent, Lambton, Middlesex, Norfolk, Oxford and Perth

Ottawa The Counties of Frontenac, Lanark, Leeds and Grenville, Lennox and Addington, Prescott and Russell, Renfrew, the United Counties of Stormont, Dundas and Glengarry, and the Regional Municipality of Ottawa-Carleton

municipal elections procedure review

The Select Committee on Election Laws completed its examination of municipal election procedures and reported early in 1971. Copies of the report were sent by the chairman to all municipalities.

The department has received comment and recommendations from a number of municipalities concerning the report and towards the end of the year held a series of meetings at major centres across the province to provide further opportunity for local input and consultation. The meetings were generally well attended and produced valuable recommendations.

An officer of the branch continues to attend Moosonee on a regular monthly basis. The branch is essentially concerned in the Moosonee Development Area Board's operation by reason of statutory requirement. The province makes substantial contribution towards the board's operational expenses.

Moosonee development area

During the current year, the board focussed its efforts on residential land development. Subdivided lots will be available on a long term repayment basis and it is the board's hope that the lot ownership will provide encouragement for improving residential accommodation. The development plans, budgetary appropriations and sale of lots are supervised by the branch officer.

The branch drafted the tender documents and supervised the tendering proceedings for the maintenance and day-to-day operation of the main-line airport, the care and control of which have been assigned to the board by the province.

The board provided further installation of water and sewage lines and roads. As funds for these projects are allocated by the province, this branch keeps close and continuing supervision over their expenditure.

Several meetings for the purpose of discussing matters of provincial-municipal concern were held by the minister with the Municipal Liaison Committee, comprised of representatives of the four major municipal associations

provincial-municipal liaison

- ☐ Ontario Association of Rural Municipalities
- ☐ Association of Ontario Mayors and Reeves
- ☐ Association of Counties and Regions of Ontario
- ☐ Ontario Municipal Association.

Currently, departmental contact with the committee, including arrangements for, and the recording of meetings with the minister, is carried out by an officer of the branch acting as liaison officer.



First-stage development of Temagami North nears completion in winter wilderness setting.

municipal research

focus

The municipal research branch has two main responsibilities

- ☐ to carry out general research in any area in which the Department of Municipal Affairs exercises responsibility, and to report the results of this research to the appropriate policy-making officials of the department
- ☐ to develop regional government proposals for various specific parts of Ontario

During 1971, the branch experienced personnel losses — the past director of the branch was appointed as the new director of the regional development branch of the Department of Treasury and Economics and two senior officers assumed new responsibilities outside of the department. To facilitate forthcoming changes in the total departmental organization, the branch has endeavoured to sustain existing activities and expand areas of study into new problems with this reduced staff.

In 1971, activities of this branch included

- ☐ continued work toward a systematic interdepartmental program for research in municipal affairs
- ☐ new activities to define appropriate federal-provincial relations with local government
- ☐ several studies on the organization and relationships of government at the provincial and local levels

During 1971, three important developments concerning the general organization of government and the role or purpose of local government produced new activities in the research section of the municipal research branch.

The studies of the Committee on Government Productivity, preparatory to the reorganization of the provincial government, involved the section in a major study of the use and significance of provincial special purpose boards and commissions. This study was parallel and related to an earlier study completed by the section on local special purpose boards and commissions. In a separate study, the section prepared an analysis of the links between the provincial and municipal administrative organizations for the committee. This was part of the continuing responsibility of the branch to provide information and advice on relationships between the system of local government in Ontario and the policies of various provincial departments. The branch also coordinated the production of a report on the information and publicity needs of the department for the Committee on Government Productivity.

The branch has assumed additional responsibilities arising from the decision of the government of Canada to express new interest in co-ordinating its activities affecting urban areas. The municipal research branch has been assigned the function of advising the department on appropriate ways to involve the municipal, provincial and federal governments in the development of policy affecting urban areas. This function has included the preparation of material for the Interim Tri-level Planning Committee, an intergovernmental committee chaired by the Minister of Municipal Affairs for Ontario, and the drafting of reports for a committee on provincial research needs in urban policy, composed of all provincial deputy ministers of municipal affairs and chaired by Ontario.

Through its participation in interdepartmental liaison committees dealing with the province's regional development program, the branch has increased the effort to define a departmental position on the role of local government in the implementation of provincial planning concepts. It is recognized that municipal interests will not always correspond with the objectives of

provincial planning concepts. Suitable methods of resolving such conflicts and sustaining the participation of local government in the definition of planning objectives must be found. The branch has devoted much attention to ways in which local government can be strengthened in this regard, particularly as the question of implementation begins to evolve from the continuing refinement of the Toronto-centred region concept — a provincial concept for development in an area of almost 8000 square miles around Toronto.

In addition to these three new areas the studies of the reorganization of municipal hydro utilities in areas of regional government were completed during the year and a proposal was prepared for discussion with all interested departments and agencies. The branch participated in a study of the program for the equalization of industrial opportunity and was involved in two studies initiated by the Ontario Economic Council. A representative of the branch attended the Provincial-Municipal Conference organized by the Province of Quebec to introduce its municipalities to new reforms in the structure of government.

During the year the section conducted research into the nature and process of urban development. A proposal for a provincial-municipal program to promote citizen involvement in the conservation and rehabilitation of neighbourhoods in Ontario municipalities was prepared for consideration by departmental management.

The branch prepared policy papers for the annual Conference of Ministers and Deputy Ministers of Municipal Affairs which was held in Victoria during August.

The branch meets and exchanges information with other agencies and research bodies. In particular, members of the branch represent the department on committees connected with the province's regional development program, the Intergovernmental Committee on Urban and Regional Research, the Provincial Census Data Users Committee and the Task Force Hydro Liaison Committee. During the year a member of the branch was appointed as one of the two provincial representatives to the Canadian Council on Urban and Regional Research.

Members of the branch attended the annual Conference of the International Union of Local Authorities held in Toronto and one member acted as a rapporteur for a section of the meetings.

regional government studies

The regional government studies section has the day to day responsibilities for the most comprehensive element of the local government reform program — the specific design of regional municipal governments. The section was established to provide staff resources to carry out the provincial policy of reforming the structure and broadening the capacity of municipal government in Ontario as announced in the white paper, Design for Development Phase Two, in 1968. The staff of this section plays a central role in the four stages of the regional government reform process.

Stage one consists of a basic review of the adequacy of the existing local government structure in an area. It may take the form of a study such as a local government review under a provincially-appointed commission or it may be carried out on a direct consultation basis between the province and the municipal governments concerned.

Stage two — the evaluation of the detailed study and the proposals coming out of the review as well as the local response to such proposals.

Stage three — the preparation of a proposal by the provincial government, based on an analysis of the briefs and views submitted by local leaders and all interested parties.

Stage four — with the benefit of local response to the minister's proposals, legislation is drafted and submitted to cabinet and then the legislature. After approval by the legislative assembly, the municipal structure is reformed in accordance with the legislation.

The staff also manages the distribution of public information on the subject of regional government. In addition to these responsibilities, members of the section have taken part in many local seminars, panels and meetings in every part of the province in which the principles behind the local government reform and regional government are discussed.

An additional function of the section is to provide staff advice to the minister with respect to all proposed annexations or changes in municipal status in the province of Ontario, insofar as these changes may affect the reform of the municipal government structure in the province.

January 1st, 1971 was the day the **Regional Municipality of York** commenced operations with Mr. Garfield Wright as chairman. This new regional municipal council is formed by persons elected within their municipality to serve on both the local and the regional council. Local municipal consolidation was an important part of the reform reducing the number of municipalities in the York regional area from fourteen to nine.

The District Municipality of Muskoka which went into operation on January 1st, 1971 was the first of the districts in the province to undergo extensive re-organization into a two-tier municipal system. The twenty-five existing local municipalities in Muskoka were consolidated into six and the new district municipal council, under the Chairmanship of Mr. M. A. Tibbett, is selected by these six local councils from among their own members, but includes the head of each local council.

In March, 1971 the Minister of Municipal Affairs, the Honourable Dalton Bales, made proposals for regional government for both the **Waterloo** area and the **Sudbury** area. Subsequently, more than fifty briefs regarding these proposals were received and studied by the regional government studies section in preparation for the drafting of legislation for the establishment of regional municipal governments.

During 1971, committees of the county councils in **Peel and Halton** continued to consider the matter of developing a cohesive approach to pressing urban problems and a suitable regional municipality for this area. However, no consensus of opinion was reached regarding municipal reform for this important area. The debate surrounding whether Burlington should be part of a Hamilton-centred region, a Peel-Halton region or a Halton region continued to be a pivotal one in the regional government discussions throughout this area.

In May 1971 the **Oshawa Area Planning and Development Study** was terminated as a result of the local municipalities being unable to make recommendations on the future form of local government for the area. Briefs from each area municipality and all other interested parties were invited by the minister. More than twenty briefs were received and studied by staff of the section.

During the year, staff participated in the minister's task force on regional government which was established to examine, on behalf of the minister, the effectiveness and problems of the regional governments already established in various areas. The work of this task force, among other things, led to development of special financial provisions to assist regional municipalities in their formative years, and provided valuable information for consideration in the design of future regional municipalities or major local government reforms.

The pressures for municipal reform are mounting in the **Toronto-centred** economic development region, and it becomes clear that the pattern of development envisaged requires a re-shaped and strengthened municipal system to plan, coordinate and participate in these developments. The fact that 188 municipalities operate today in the Toronto-centred region offers one example of the kind of local government base that people interested in rational, coordinated planning have to deal with under current circumstances. As a result of these pressures the staff of the section are giving increasing attention to this area of the province.



under intensive
provincial-municipal study

under intensive
local study

status of
the municipal reform program
in Ontario

Farm owners may choose to participate in the farm tax reduction program.



municipal subsidies

focus

The municipal subsidies branch administers the grant, subsidy and loan programs for which the department is responsible. This is achieved by

- ☐ maintaining a thorough knowledge of those acts and regulations which authorize payment of the subsidies and, where necessary, recommending amendments
- ☐ keeping abreast of the related administrative and accounting practices of the municipalities and the province
- ☐ developing the policies and procedures used to administer the subsidy programs and preparing instructional material for distribution to the municipalities and sectors of the general public
- ☐ maintaining liaison with federal, provincial and municipal officials concerning all aspects of the programs
- ☐ verifying claims submitted by the municipalities and local boards. In many cases, this includes an examination of their accounts and records.

During 1971, activities of this branch included the administration of

- ☐ the residential property tax program, designed to reduce the burden of municipal and school taxes on all eligible homeowners and tenants in Ontario
- ☐ the farm tax reduction program created to ease the pressures of municipal and educational taxes on farmers
- ☐ an assistance program to provide the elderly with relief from taxes
- ☐ unconditional grants to assist municipalities with the cost of providing local services
- ☐ employment-generating grant and loan programs to help ease unemployment in municipalities.

THE RESIDENTIAL PROPERTY TAX REDUCTION ACT provides a basic program designed to reduce municipal taxes for the individual ratepayer, and relieve the regressivity of realty taxation. Under the program, the municipality reduces taxes levied by mill rate for municipal and school purposes on eligible residential property. The province reimburses the municipality for the amount by which taxes are reduced and, in effect, pays the first part of the taxes on each eligible residential property. Homeowners receive the tax reduction directly on their tax bills, while tenants receive a tax reduction allowance from their landlords for the separately assessed premises they occupy.

The act sets out a simple two-part formula for calculation of the year's reduction. Each eligible householder is paid a sum of \$30 plus 10 per cent of the average residential taxes in the municipality. This formula gives equitable assistance to all eligible householders particularly to homeowners and tenants in municipalities where the tax burden is heaviest. No residential property taxpayer is wholly excused from the payment of municipal taxes under the scheme because the amount of each tax reduction can never be more than 50 per cent of total taxes. Compared with benefits received in 1970, the 1971 benefits decreased by no more than \$5 and increased by no more than \$15 for any taxpayer.

To ensure that homeowners, landlords and tenants were properly informed of their rights and duties under the program, an explanatory leaflet entitled **ONTARIO RESIDENTIAL PROPERTY TAX REDUCTION SYSTEM FOR 1971** was produced and made available to the public at various locations in each municipality. Again in 1971, a special information group answered inquiries by letter and telephone from homeowners, landlords and tenants. The group helped resolve many disputes between tenants and landlords which otherwise might have resulted in court action.

During 1971 the branch processed claims for reimbursement from 882 municipalities and 73 school boards in unorganized territories. This involved tax reductions amounting to \$155,368,000 made for the benefit of Ontario's approximately 2,300,000 owner and tenant households.

Supplementary Tax Assistance for the Elderly is a program established under The Residential Property Tax Reduction Act to alleviate the property tax burden for thousands of elderly persons across the province.

An initial payment of \$50 was made in September to all elderly citizens identified by the federal guaranteed income supplement as being in special need of help in paying property taxes or rent. Recipients of the initial \$50 may make application for an additional payment of up to \$50 if on August 24, 1971, they lived alone or lived only with a spouse who did not receive the federal guaranteed income supplement and were eligible to receive the 1971 basic shelter rebate, or lived with a spouse who was so eligible. Applications for additional payment must be made before December 31, 1972.

A maximum of \$100 in tax assistance is given to each household maintained by an elderly couple in receipt of the federal guaranteed income supplement. During 1971, \$17,456,000 was paid to 301,000 elderly citizens of the province under the program.

FARM TAX REDUCTION is a program established under The Department of Agriculture and Food Act to ease the burden of municipal and education taxes on farm land. Rebates were provided to farm owners to the amount of 25 per cent of their net 1971 municipal tax bill. This amount is roughly equivalent to the assessment only against the farm land for municipal and educational purposes.

The program is administered by the Department of Municipal Affairs while funds totalling over \$16 million have been allocated from the budget of the Department of Agriculture and Food. Owners having land of 11 acres or more receive a cheque automatically. Owners of farm property less than 11 acres, prior to receiving their tax reduction cheque are requested to return an application certifying that the gross income from their property in 1970 was \$2,000 or more. In cooperation with the Department of Agriculture and Food, a leaflet was produced for inclusion with the cheque, or application mailed to each farm owner which provided information on the program.

Since the program is designed to benefit the farming community, if a property or part thereof ceases to be assessed as a farm by reason of its development for residential, industrial or commercial purposes before or during 1981, repayment of the assistance received or such proportional part thereof as the case may be will be required from the owner at the time it ceases to be assessed with interest at a rate of 8% per annum. Because of this feature some owners seeing imminent non-agricultural use of their farm land, have declined to participate in the program.

PROVINCIAL-MUNICIPAL EMPLOYMENT INCENTIVE PROGRAMS were established in 1971 to help combat unemployment situations which existed in the province during the spring and winter seasons. A total of \$42.5 million was allocated by the province to these programs.

Under the spring program (a \$7.5 million allocation) municipalities received reimbursement of 100% of the payroll cost of “unemployed” labour engaged on approved municipal work projects. Municipalities undertook such projects as construction, extension or improvement of capital works, the removal of dead trees, brush clearing, landscaping, the rehabilitation of municipal buildings and park improvements.

The winter program (a \$35 million allocation for 1971-72) was designed to stimulate employment during the months in which unemployment is normally at its highest. The conditions of the spring program were modified to widen the range of works that could be included in projects. In addition to the “unemployed” labour costs, municipalities were permitted to claim a part of other expenses such as materials and supervision directly incurred on each project. Also, advance payments amounting to 50% of estimated eligible costs were given upon filing a notification of program participation. This enabled municipalities to get employment projects underway promptly without disturbing their other payment priorities.

Under the spring program 699 municipalities were reimbursed for project costs amounting to \$6,333,000 which provided a total of 281,500 man-days of employment throughout the province.

By the end of 1971, 528 municipalities had already planned employment projects under the winter program on which eligible costs amounted to \$14,316,000 in the provision of 478,400 man-days of employment. Initial advances on these projects totalled \$6,596,000 while the remaining eligible costs will be claimed upon project completion later in 1972.

In addition to administering the provincial-municipal employment incentive programs the branch provided provincial coordination for the federal local initiatives program and liaison with the Department of Manpower and Immigration.

THE MUNICIPAL UNCONDITIONAL GRANTS ACT authorizes the payment of two different subsidies:

The Unconditional Per Capita Grant This grant, based on a determined population, assists municipalities with the cost of providing municipal services. A schedule in the act sets out the rates payable to all municipalities. The grant, which now ranges from \$5 to \$7.50 per capita, must be applied to reduce the taxes levied against residential and farm assessment.

Hospitalization of Indigents This annual grant is calculated at 80 per cent of the municipality's statutory payments to hospitals and premiums paid to the Ontario Hospital Services Commission in the previous year on behalf of indigent persons. Where a district welfare board is established, the grant entitlement is payable to the board rather than to the constituent municipalities. Grants were made to six district welfare boards in 1971.

Payments under The Municipal Unconditional Grants Act
for the year ending December 31
(in thousands of dollars)

	1967	1968	1969	1970	1971
Unconditional Per Capita Grant	37,753	42,077	42,880	45,380	23,990
Hospitalization of Indigents	1,947	2,169	2,541	2,775	3,196
TOTAL	39,700	44,246	45,421	48,155	27,186

THE REGIONAL MUNICIPAL GRANTS ACT authorizes payment of grants to the regional municipalities of Ottawa-Carleton, Niagara, York, the municipality of Metropolitan Toronto and the district municipality of Muskoka for the benefit of the area municipalities within their boundaries. Beginning in 1971 these grants replaced the unconditional per capita grant previously given to area municipalities within the regional, district or metropolitan government structure. The regional government passes on the funds provided under the program to area municipalities for the reduction of general expenditures.

The schedule of grant payments under the act provides for \$7 per capita in accordance with the determined population of area municipalities, 50 cents per capita to represent a share of fines collected, a per capita payment based on the density of households in each municipality ranging from \$1 to \$5, and \$1.50 per capita for 1971 and subsequent years where the regional government has established a police force. In 1971 payments under the act amounted to \$28,197,000.

THE ASSESSMENT ACT authorizes payments under two programs:

Payments to Mining Municipalities Entitlement for these payments, based on mining revenue in the municipality, is determined by the municipal organization and administration branch.

Tenant-Occupied Provincial Property Tenants are directly liable for municipal taxes on Crown property rented from the province. Under arrangements made with the municipalities, taxes are paid by the province acting as agent for the tenant and the tenant reimburses the province in rentals paid.

Payments under The Assessment Act
for the year ending December 31
(in thousands of dollars)

	1967	1968	1969	1970	1971
Payments to Mining Municipalities	7,946	8,651	9,582	8,956	7,631
Assistance for Regional Assessment*	587	675	1,949	—	—
Assessment in Unorganized Territories*	275	404	550	—	—
Tenant-Occupied Provincial Property	884	684	651	467	807
TOTAL	9,692	10,414	12,732	9,423	8,438

*program discontinued in 1970

THE MUNICIPAL TAX ASSISTANCE ACT authorizes payments to the municipalities in lieu of taxes on certain provincial properties, to be determined at the commercial mill rate for general municipal purposes.

A municipality is generally entitled to a payment in lieu of taxes on land and buildings owned and occupied by Ontario and used for legislative, executive and administrative purposes. Payments in lieu of taxes are not made to municipalities on land and buildings used for a number of purposes, such as: education, hospitalization, reform institutions, parks, forests, and certain types of public use.

Payments in lieu of taxes amounted to \$4,406,000 in 1971.

THE DRAINAGE ACT authorizes a municipality to construct, improve, repair and maintain a drainage works and to finance and rate its costs against the benefiting owners. It also authorizes the payment of a grant to a municipality in respect of assessment against agricultural lands in the municipality.

The grant entitlement is 33-1/3 per cent if the drainage works is in a county, and 66-2/3 per cent in a district or provisional county. Where a drainage works is in a territory without municipal organization, the province may pay an amount up to 80 per cent of the assessments against the benefiting agricultural lands.

During 1971, \$3,501,000 was paid on 787 applications for a grant submitted from 184 municipalities.

Under **THE PLANNING ACT** the province may enter into an agreement with a municipality to provide assistance towards the cost of urban renewal. The Ontario share of the assistance is equal to 25 per cent of the eligible cost of the project while Canada, under separate agreements provided 50 per cent of such cost.

During 1971, the province provided \$6,187,000 to 12 municipalities involving 18 urban renewal projects under the program.

OTHER GRANTS AND SUBSIDIES administered by the branch are

- ☐ Assistance Towards Orderly Development in Unorganized Territories — this grant provides assistance towards the cost of planning and development with respect to certain unorganized areas of the province.
- ☐ The Whirlpool Rapids Bridge Act and the Lewiston-Queenston Bridge Act — payments under these acts are made in lieu of taxes on bridge property owned by the province.
- ☐ The Provincial Parks Municipal Tax Assistance Act 1971 — payments in lieu of taxes are made under this act to municipalities having provincial park acreage within their boundaries.
- ☐ Quinte Regional Detention Centre — special payments are made to municipal police forces in respect of the cost of conveying prisoners between the Quinte Regional Detention Centre and the courts of the appropriate jurisdiction.

Payments under Other Subsidies
for the year ending December 31
(in thousands of dollars)

	1967	1968	1969	1970	1971
Assistance towards Orderly Development in Unorganized Territories	202	96	101	—	—
The Fire Departments Act and The Police Act*	828	44	—	—	—
The Whirlpool Rapids Bridge Act and The Lewiston-Queenston Bridge Act	—	56	56	56	56
The Provincial Parks Municipal Tax Assistance Act 1971	—	—	—	—	166
Quinte Regional Detention Centre	—	—	—	—	64
Other	13	17	—	—	—
TOTAL	1 043	213	157	56	286

*Program discontinued in 1968

THE MUNICIPAL AND SCHOOL TAX CREDIT ASSISTANCE ACT which came into force January 1, 1967, established a system of loans to assist elderly homeowners in paying their real estate taxes. A person, 65 years of age or more, who uses the real property as his personal residence and is the owner or the owner's spouse, is eligible to receive this assistance.

Assistance is made by the municipality through the granting of a tax credit of one-half of the realty taxes imposed with respect to residential or farm property, to a maximum of \$150 per year. A lien is registered against the real property as security for the loan and the municipality is reimbursed by the province. The amount of the tax credit is normally repayable to the province when ownership of the property is transferred.

During 1971, 83 municipalities processed 3,432 applications for loans amounting to \$493,000.

FEDERAL-PROVINCIAL LOAN PROGRAMS were made available to municipalities in 1971 to assist in combating problems of unemployment by encouraging an early increase in capital spending.

Under the federal-provincial special development loans program which was offered in April, 1971, with a \$17 million allocation, municipalities planned new additional projects and accelerated others on which they will borrow approximately \$6,200,000 by March, 1972, from the province at an interest rate not exceeding 7% per annum.

Terms of the federal-provincial employment loans program were announced in December 1971. Loans will be made to municipalities with respect to costs incurred on capital projects which are accelerated or are additional to those planned in the period to March 31, 1973. Under the program, that portion of the principal amount of a loan which is equal to 75% of the direct on-sight payroll cost incurred before May 31, 1972, will be forgiven. By January, 1972, Ontario's entire allocation of \$26,500,000 had been committed to municipalities for loans which are expected to be made in 1973 at a rate of interest not exceeding 7% per annum.

Both programs are based on borrowing agreements between Canada and Ontario and are coordinated for the province in the municipal subsidies branch.

Under the 18 grant, subsidy and loan programs administered in 1971, \$264 million was transferred to municipalities and sectors of the general public as subsidies and grants and \$493 thousand was loaned.

Summary of Loan Programs

for the year ending December 31
(in thousands of dollars)

	1967	1968	1969	1970	1971
The Municipal and School Tax Credit Assistance Act Loan Advances	233	413	398	436	493
Municipal Works Assistance Program*					
Loan Advances	41,549	20,272	12	—	—
Forgiveness Granted	12,157	10,668	3	—	—

*program finalized in 1968

Summary of Municipal Grants and Subsidies
for the year ending December 31
(in thousands of dollars)

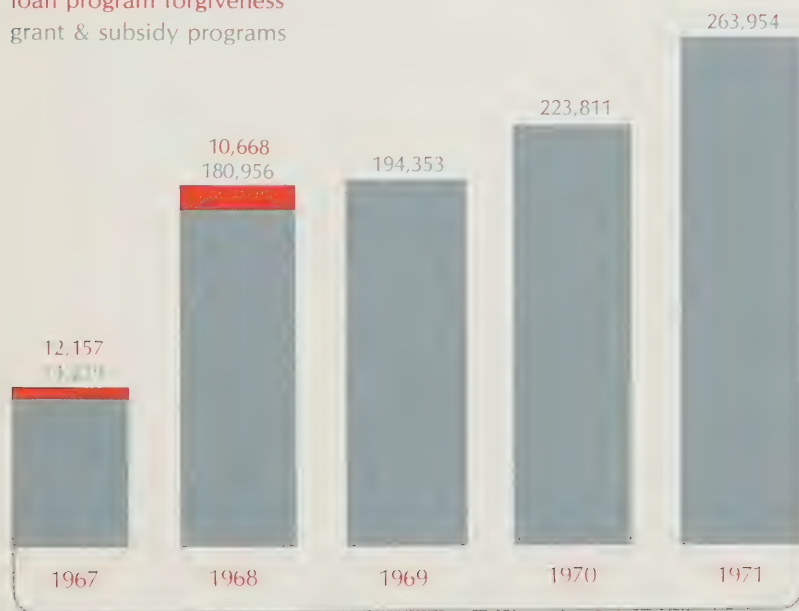
	1967	1968	1969	1970	1971
The Residential Property Tax Reduction Act:					
The Basic Program	—	107,986	122,660	141,241	155,368
Supplementary Tax Assistance for the Elderly	—	—	—	11,967	17,456
Provincial-Municipal Employment Incentive Programs	—	—	—	—	12,929
The Municipal Unconditional Grants Act	39,700	44,246	45,421	48,155	27,186
The Regional Municipal Grants Act	—	—	—	—	28,197
The Assessment Act	9,692	10,414	12,732	9,432	8,438
The Municipal Tax Assistance Act	2,449	2,955	3,487	4,049	4,406
The Drainage Act	1,247	1,822	1,894	3,996	3,501
Winter Works Incentive Program*	9,659	8,600	,809	—	—
The Planning Act	1,681	2,220	5,585	4,924	6,187
The Confederation Centennial Act**	8,758	2,500	608	—	—
Other	1,043	213	157	56	286
TOTAL	74,229	180,956	194,353	223,811	263,954

*amounts by program year including federal contributions. Program discontinued in 1968

**includes federal contributions. Program finalized in 1968.

**Comparison of funds transferred to municipalities under grant, subsidy
and loan programs**
by calendar year
(in thousands of dollars)

loan program forgiveness
grant & subsidy programs



lakeshore capacity: How many cottages are too many?



administration and finance

focus

The administration and finance division is responsible for development and proper management of all the administrative, financial and personnel programs and their associated activities necessary for the functioning of the department.

It is also responsible for the provision of all services to operating management for which there is a common need throughout the department, Ontario Municipal Board and Assessment Review Court.

To perform these functions, the division consists of three branches, personnel branch, accounts branch and administrative services branch.

During 1971, major activities of the division included

- ☐ expansion of the staff development program with particular emphasis at the management level
- ☐ implementation of the management financial information system
- ☐ computerization of the financial records operation
- ☐ consolidation of warehousing facilities

administrative services

The administrative services branch consists of six sections: purchasing & supply; printing & reproductions; library; mail & messenger service; records management and accommodations & communications.

Purchasing & Supply This section purchases new equipment, furnishings and supplies, maintains inventory records of capital goods, printed matter and office supplies, and processes approximately 14,000 requests annually from the various branches of the department and its field offices.

Printing & Reproductions This section orders, re-orders and provides in-house photocopy facility to satisfy the department's printing requirements, provides assistance in the design and layout of printed matter, and is engaged in a forms control program with the objective of combining and reducing the number of forms in use.

Library The library is a reference centre for staff, government departments, municipal officials, municipal consultants, universities, librarians and the public. A total of 30,000 books and reports in the fields of municipal law, finance, assessment administration, town planning and history are supplemented by 250 periodicals and newsletters, 120 Statistics Canada titles, more than 1,700 maps, newspaper clippings and 3,000 files on the history of municipal incorporations in Ontario.

The library bulletins published in 1971 included

- ☐ a monthly list of annexations and incorporations of Ontario municipalities
- ☐ a weekly summary of municipal court cases
- ☐ a monthly list of recent accessions
- ☐ five special subject lists
- ☐ municipal conferences in 1971
- ☐ publications issued by the department
- ☐ acts administered by the department
- ☐ current periodicals' articles (twice a month).

Special indices kept by the library include: Ontario Regulations (updated weekly); Ontario Private Acts (since 1867); Municipal Association index; Provincial Parks index; Unincorporated Place index; Police Villages index; an index of changes in status of Ontario municipalities and a daily index to the Ontario Debates.

Mail & Messenger Service This section processes departmental mail, provides messenger service within the Toronto area, and maintains current listings for departmental special mailings.

Records Management This section acts as custodian for all departmental records and provides information and advice to branches with regard to classifying, filing, scheduling and storage of such records. Over the past fiscal year, 77,600 requests for records maintained at head office were processed — administration (25,700); community planning (30,300); official plans (12,600); subdivisions (3,000); miscellaneous (6,000). In addition, 7,400 requests for records stored at the Ontario government records centre (Cooksville) were processed.

Accommodations & Communications This section processes all additions, relocations and renovations to new and existing premises used by the department and oversees the security system for head office and field offices. The extensive telephone communications network is continuously being revised to accommodate the department's requirements.

personnel

The personnel branch, consisting of ten personnel officers and sixteen clerical staff, has defined as its goal the provision of optimum personnel service to assist directors and their staff in the achievement of departmental objectives. Its organization consists of three sections — one group of officers serving the assessment division, another group servicing the head office, Ontario Municipal Board and assessment review courts and the third — the records section — processing and recording all transactions affecting departmental staff. Major functions of the branch are recruitment, staff development, staff relations, position administration and employee counselling.

During the year, approximately 300 classified and unclassified positions were directly filled by the head office section, while the assessment section provided clearance or participated directly in the filling of some 1600 classified and unclassified positions. In addition, temporary help services of the Department of Civil Service were frequently utilized to fill vacancies of a part-time nature.

Substantial strides were made during 1971 in the area of staff development. Three hundred and sixty-four staff members utilized a variety of courses offered within the department, by outside resources and by the Department of Civil Service. Of these, 182 members of management at various levels participated in programs designed to be compatible with the government P.P.B. system and the concept of management by objectives. This trend of increased participation was further shown in the approximately 40% increase in applications for financial assistance for educational purposes, received by department members.

With the rapid expansion of the department during the previous year, and the vast numbers of new employees who were unfamiliar with Ontario government systems and procedures, a number of employee relations problems developed during the year.

Many of these were resolved without the necessity of utilizing the grievance procedure. Of those grievances lodged, all but three were resolved satisfactorily. Three cases were referred to the Public Service Grievance Board where decisions led to clarification of internal procedures.

Delegated authority for the classification of positions in the bargaining unit was given to the department during the year and this led to increased responsibility in position administration. In addition, the branch participated in the implementation of the financial officer series, has been involved in and is continuing to assist the Ontario Municipal Board in organizational studies and began a review in the assessment division of current operating practices with a view to up-dating organization and position data.

accounts

The goal of the accounts branch is to ensure that the operating personnel of the department are provided, consistent with the regulations of Treasury Board, the accounting support necessary to permit them to perform their functions effectively; that there is a proper accounting for the department's revenue and expenditures; and that a control exists over the department's assets.

To achieve this goal, in 1971 the branch implemented the revised management financial information system and computerized its record keeping operations which enabled the department to accommodate the common object coding system that was implemented throughout the government. As a result of the implementation of these systems and the desire to streamline the operations of the branch, considerable efforts were concentrated on the review of the operations to improve their effectiveness, to establish operating standards, and to identify improvements to the management financial information system. A number of operating changes were implemented and other improvements including improvements to the management information system were developed to be effected in 1972. As a result it is anticipated that a general improvement in the effectiveness and efficiency of the branch will be realized in 1972.

The branch has the following ongoing objectives

- ☐ to correctly process for payment all accounts, subsidies, grants, travelling expenses and payroll status changes within prescribed time standards
- ☒ to provide accurate financial records of the revenues and expenditures of the department
- ☐ to preclude the over-expenditure of appropriated funds
- ☐ to ensure that a control exists on the department's assets and on the accounts functions throughout the department
- ☐ to provide the department's management with a useful, financial information system
- ☐ to consolidate and to provide as required the financial information for the annual estimates plan
- ☐ to assist other government agencies by the provision of various financial reports and reconciliations
- ☐ to counsel department personnel on payroll matters and financial matters relating to their respective activities.



systems development

focus

The systems development branch is a support group with the primary objective of providing systems which most effectively meet departmental programs' needs and efficiently utilize departmental resources. This objective is achieved through feasibility studies; development, implementation and maintenance of general and computer systems; encouragement in the use of inter and intra departmental facilities and services; and the co-ordination of data processing operations for the department.

In addition, research studies are conducted into new system methods and technology, system workshops and seminars are held for departmental personnel, and advisory services are provided to municipalities.

Activities in the past year included

- ☐ assisting the assessment division in defining its assessment system requirements and developing computer programs for assessment research
- ☐ assisting the municipal finance branch in research projects on property tax reform, local government tax apportionment and regional government fiscal policy
- ☐ design and implementation of computer systems for the municipal subsidies branch to carry out the programs of assistance to the elderly and tax relief to farmers

The branch has directly undertaken, or managed the technical resources for, a number of systems projects in the support of departmental programs during the year. Among these were

Assessment Definition of data processing requirements was carried out with the user for development of a standard assessment system to more effectively meet the data needs of the assessment division and the municipalities. Computer programs were developed for assessment research. Consultant services were provided for mapping procedure manuals, and a study was undertaken into data entry systems and equipment. Technical assistance was provided for the conversion of Metropolitan Toronto's assessment system and for the acquisition of improved data entry devices.

Municipal Finance Initial guidance was provided for the establishment of a study into property tax reform. Computer programs were written to assist the research into methods of local government tax apportionment. Computer systems were designed for the development of regional government fiscal policy.

Municipal Subsidies A computer system was implemented to make payments quickly and efficiently to eligible elderly persons. The system for producing payments and applications under the program of tax relief to farmers was reprogrammed and recommendations made for improvements.

Community Planning Projects included the development of computer programs for analysis in special research studies and in the community planning area. In addition, some recommendations for general systems improvements in certain sections were made.

Municipal Accounting Advisory service in respect to computer technology was provided to municipalities upon request when resources were available.

Administration and Finance A computerized personnel administration system was implemented and general procedure studies were undertaken in the administration and accounting operations.

In addition to the above specific-user projects, the branch has carried out continuing activities in order to meet its objectives. These included

- development of specifications for a data entry and control unit
- provision of a computer terminal to facilitate the responsive development of computer applications by user and branch personnel
- research into computer equipment and program products for productivity improvement and programming cost reduction
- liaison and coordination with other government departments
- user education.

publications

assessment

APPRAISAL NOTES FOR THE ASSESSOR
ASPECTS — quarterly magazine
DATA COLLECTION CODE BOOK
ENUMERATION 71
HANDBOOK OF COST FACTORS

community planning

MOBILE HOME PARKS IN ONTARIO
NETWORK DIAGRAMS AND THE OFFICIAL PLAN
ONTARIO PLANNING NEWSLETTER
ONTARIO PLANNING SEMINAR 1970 — process, model, data
ONTARIO POPULATION STATISTICS
SELECTED REPORTS ON COMMUNITY PLANNING
SHOPPING CENTRE DECISIONS — evaluation guides
SO YOU WANT TO SUBDIVIDE — subdivision procedures
THE MAINTENANCE OF PROPERTY — a program for Ontario
THREE STEPS TO TOMORROW — a community planning primer
URBAN LAND USE IN ONTARIO

municipal accounting

A GUIDE FOR THE MUNICIPAL AUDITOR
MUNICIPAL FINANCE MANUAL

municipal finance

AVERAGE MILL RATE ANALYSIS
MUNICIPAL DIRECTORY
SUMMARY OF FINANCIAL REPORTS OF MUNICIPAL ENTERPRISES
SUMMARY OF FINANCIAL REPORTS OF MUNICIPALITIES

municipal organization and administration

PROVINCIAL ASSISTANCE TO MUNICIPALITIES, BOARDS AND COMMISSIONS

municipal research

LOCAL GOVERNMENT REVIEWS: SUDBURY AREA STUDY (Kennedy, 1970)
KITCHENER-WATERLOO (Fyfe, 1970)
NORTHERN ONTARIO (Pearson, 1969)
MUSKOKA (Paterson, 1969)
HAMILTON-BURLINGTON-WENTWORTH
(Steele, 1969)
LAKEHEAD (Hardy, 1968)
METROPOLITAN TORONTO
(Goldenberg, 1965)
REFORM OF MUNICIPAL GOVERNMENT IN ONTARIO — REPORT NO. 3

information services

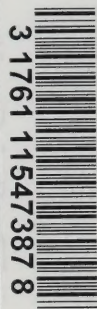
Responsibilities of the information section include the provision of supporting services related to keeping the public aware of department policies and actions and serving as a major source of information about the department.

During the year, activities focussed on preparing material for speeches and radio scripts for the minister, deputy minister and others. These were distributed to media and to interested individuals and agencies. Material was also gathered and edited for news releases, statements for the legislature concerning department activities, articles for progress editions, forewords for various booklets, Christmas messages, directories and the department annual report.

Liaison with the news media, municipal organizations and the general public was an important activity. Although news media liaison is maintained on a day-to-day basis, special arrangements were made for the minister in Sudbury and Waterloo in connection with local government reform proposals presented in March, 1971.

Other activities include maintenance of a clipping service, maintenance of biographies and pictures of department staff, provision of information and assistance by correspondence and telephone, arrangements for press conferences, distribution of local government review reports and collection of up-to-date material on government activities in other departments.

Publications may be obtained from the Ontario government bookstore or by contacting the information section.



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